

2004 ANNUAL REPORT OF THE TOWN OF SOUTHBOROUGH, MASSACHUSETTS



MUNICIPAL FACILITIES: A RETROSPECTIVE

2004 REPORT DEDICATED TO ROBERT E. MELICAN

The Cover

Fayville Village Hall

Flagg School

Cordaville Hall

Cemetery Water Storage Tower

Davco Farm Trail

Woodward School

Photos: Donna L. McDaniel

Cover Designers: Donna L. McDaniel and Jessica Haynes McDaniel

One Hundred Thirty-First

ANNUAL REPORT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS



For the Year Ending

December 31, 2004

The 2004 Annual Report of the Town of Southborough
is dedicated to

Robert E. Melican



*District Administrator 1984-1996
Superintendent of Schools 1996-2005*

An unfailing commitment to all students.

Generous with time and talents.

Compassionate and fair management.

Caring mentorship of educators and staff.

Brings out the best in those with whom he works.

Devoted to family and friends.

Highly regard by colleagues across the Commonwealth.

These are but some of his qualities..... read on.

Robert E. Melican

The esteem in which Bob Melican is held by the hundreds of parents, teachers, administrators, and members of the community who have come to know him during his two decades of service to the students of Southborough is abundantly evident when they speak of his contributions to this community and to them personally. They speak of the qualities like "compassion," "generosity," "unfailing commitment," and "devotion." They speak of how much they value his wealth of knowledge, his keen sense of humor, his strong rapport with the students, his caring and supportive leadership, and his popularity with students and staff (no "lofty" superintendent, he). They have been inspired by his belief that stewardship for the students' needs should be at the heart of his superintendency. They have been stirred by his dedication to a quality education for all students, including those who have special challenges to meet in the classroom and in their lives. They have been grateful for the energy and expertise he has devoted to everything from curriculum initiatives to the town's many school building projects.

But perhaps what will stay in people's memories of Bob Melican will be his understanding that being a superintendent goes beyond sitting in an office (as much work as there is to do there) because, to him, being an educator means being visible, being approachable, being a presence in community life. Perhaps best remembered by the community (and even by Bob himself) will be the hours he has spent with finance officials, with police and fire chiefs, with parents, with the people who run recreation programs, with school committees, with the (seemingly endless) school building committees, at retirement parties, and, yes, at funerals.

One of Bob's colleagues summed it up this way:

Bob's purpose in life is the welfare of others and his dedication is to an ideal, not to a paycheck. His time, energy, and expertise are focused on the benefit of others, often put forth at tremendous personal expense, and he shields the beneficiaries from many of the negative aspects, by shouldering those burdens on their behalf.

Positions in Northborough-Southborough Public Schools

1969 — Sixth grade teacher, Peaslee School, Northborough

1971 — Mathematics teacher, Northborough Middle School

Later combined with part-time administrative work.

1984 — Assistant to the Superintendent —instrumental in establishing a model professional development program as well as a collaborative approach to problem solving.

1986 — Assistant Superintendent

1996 — Superintendent, Northborough, Southborough, -
and Northborough-Southborough School Districts

(Continued on next page)

Robert E. Melican

Honors

Massachusetts Superintendent of the Year: 2004
Distinguished Alumnus, Worcester State College, 2004.

Positions in the Wider Community

Massachusetts Association of School Superintendents — member and held all levels of offices, including President.

Worcester County Superintendents Association —Secretary, Treasurer, Vice-President, and President.

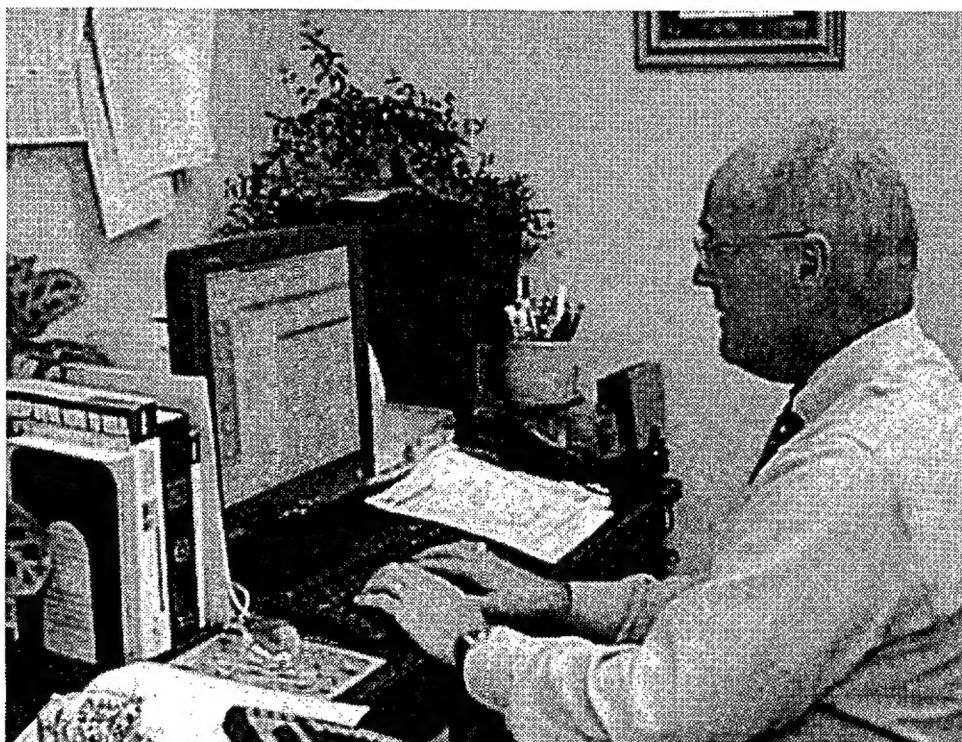
Member — Tri-County Board of School Superintendents.

Board of Directors — New England School Development Council.

President of the Board of Trustees — Worcester Vocational School District.

Advisory Board for Education — Worcester State College.

Superintendent appointee — Corridor Nine Chamber of Commerce Board of Directors.



*Employees of the Town of Southborough
2004*

In Memoriam
Katherine O. Allen
*School Committee
Historical Commission*

In Memoriam
Catherine D. Alsterlund
*Teacher
Conservation Commission Associate—
As Manager of the Community Garden
Election Worker*

In Memoriam
Mary T. Carr
Election Worker

In Memoriam
Josephine E. Colleary
*Registrar of Voters
Election Worker*

*Employees of the Town of Southborough
2004*

In Memoriam

Sarah L'Heureux

*Finn School Cafeteria Worker
Youth Commission Founder*

In Memoriam

Rita J. McCarthy

Election worker

In Memoriam

A. Jean McCaw

Town House Staff

In Memoriam

Frederick J. Quinn, Sr.

*Call Firefighter
Cemetery Commissioner
Election Worker*

In This Report: A Retrospective Municipal Buildings and Properties

This 2004 Annual Town Report offers a look back at familiar town buildings and some lesser known ones. (Quick—name the town's water tanks! And where are they? Answer : Page 28.) The retrospective begins with an overall history below and continues with photos and more detailed histories of some of the major older facilities throughout the report. The fact is that most of our buildings are older and bursting at the seams. Rather than use our customary approach of working on one departmental need at a time, town officials are now developing a coordinated approach to solving the problem.

The numbers — a 52 percent growth in population in just the last 14 years — tell part of the story. The growth in technology and the ever-increasing regulations and laws to be followed tell the much of the rest.

With the significant acquisition of the former Chapel of the Cross property, the former Baptist Church building now re-named Cordaville Hall and primarily used for our Senior Center plus meeting and event space, town officials are now engaged in a study of all departmental space needs, assess existing property, and make recommendations. A committee of five (see report on page 63) carried out the first phase. The second is now underway with money appropriated by the 2004 Town Meeting the committee has engaged a professional planning consultant to prepare a Comprehensive Fifteen-year Municipal Facilities Plan.

Thanks to the extensive survey by consultants Ann Forbes and Gretchen Schuler, we have a wealth of detailed architectural and historical data on public buildings and some 150 and private homes all over town, as well as buildings of the two private schools, cemeteries, monuments, milestones, and, yes, a water tank or two. Most of the material in this retrospective is based on their work.

The Town House	Front page, Administration
The Many Lives of the Flagg School.....	Front page, Town Services
The New Cordaville Hall (photos)	Pages 25 and 32
The Old Burial Ground	Pages 38 and 39
Recreation: A Sample	Page 43
The Arts Center (formerly South Union School) (photo)	Page 47
The Southborough Library	Page 53-54
Open Space (photos)	Pages 64 and 65
Fire and Police Facilities	Front page, Protection of Persons and Property
Schools	Front page, Education

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WHO DO I CALL?	<i>Back Cover</i>

Credits

Dedication and Retrospective — Donna L. McDaniel

Assistance with reports and photographs—Robert Spayne and Barbara Luther

Historical background on town facilities—

Historical Commission consultants Ann Forbes and Gretchen Schuler

Photographs

Robert A. Melican — By Hilton Photography and Andrew Jenks

David Dockstader and John Kendall — Courtesy of Southborough Fire Department

Facilities Management Work on Cordaville Hall — Basilio Diaz

Chestnut Hill Farm — Courtesy of the Southborough Open Land Foundation

Track at Trottier Middle School — Courtesy of Recreation Department

Woodward School and corridor, Algonquin High School—Courtesy of the Superintendent's Office

All others — Donna L. McDaniel

Southborough At A Glance – in the Year 2004

Settled in 1688

Incorporated July 6, 1727

<i>Area</i>	13.79 square miles. 66.21 miles of town roads; 10.72 miles of state roads
<i>Population</i>	9,737 (estimated)
<i>Registered Voters</i>	6,302
<i>Property Tax Rate</i>	\$12.68 per \$1,000 valuation
<i>Form of Government</i>	Open Town Meeting; Board of Selectmen
<i>Public Library</i>	25 Main Street
<i>Public Safety</i>	<i>Police Department:</i> 19 Main Street <i>Fire Department and emergency ambulance service:</i> Headquarters: 21 Main Street Station 2: 2 Harrington Court
<i>Schools</i>	<i>Elementary:</i> Albert S. Woodward Memorial School, 28 Cordaville Road; Margaret A. Neary School, 53 Parkerville Road; Mary E. Finn School, 60 Richards Road. <i>Middle:</i> P. Brent Trottier Middle School, 49 Parkerville Road. <i>Private Schools:</i> St. Mark's School, 25 Marlboro Road; Fay School, 48 Main St. <i>Regional High Schools:</i> Algonquin, Northborough; Assabet Valley Regional Vocational, Marlborough.
<i>Recreation</i>	Facilities for baseball, softball, basketball, football, lacrosse, field hockey, soccer, outdoor volleyball, ice-skating, tennis and playgrounds. Year-round programs include but are not limited to summer playground, tennis, swimming, golf, winter ice-skating, skiing, after-school programs and fitness for children and adults. Annual Road Race, Southborough Trail Hikes and Heritage Day weekend.
<i>Hospitals within 10 miles:</i>	UMASS Memorial-Marlborough Hospital, 157 Union Street (481-5000); MetroWest Medical Ctr-Framingham Union Campus, 115 Lincoln St. (383-1000) Leonard Morse Campus, 67 Union Street, Natick (653-3400)
<i>Houses of Worship</i>	<i>Roman Catholic:</i> St. Anne's, 20 Boston Road, St. Matthew's, 26 Highland Street; <i>Episcopal:</i> St. Mark's, 27 Main Street; <i>United Church of Christ, Congregational:</i> Pilgrim Church, 15 Common Street; <i>Baptist:</i> Chapel of the Cross, Church office: 9 Cordaville Road, <i>Worship:</i> Trottier Middle School, 49 Parkerville Road; <i>Federated:</i> First Community Church, 135 Southville Road; <i>Evangelical, nondenominational:</i> Chinese Gospel Church, 60 Turnpike Road.
<i>Utilities</i>	<i>Electric service:</i> National Grid (Massachusetts Electric); <i>Gas service:</i> NSTAR; <i>Water:</i> Mass. Water Resources Authority from Quabbin Reservoir; <i>Telephone:</i> Verizon; <i>Cable TV and Internet:</i> Charter Communications, Inc., 1-800-634-1008.
<i>Transportation</i>	Gulbankian Bus Lines, service to Boston (460-0225); MBTA Commuter Rail: Intersection of Routes 85/Southville Rd. (800-392-6100); Lift 7 Shuttle (620-4823).

Southborough by the Numbers

The following information is a snapshot of a demographic overview of the Town of Southborough from the 2000 Census, information provided by the Southborough Town Clerk and statistics provided by the Assessors' office, MetroWest Economic Research Center at Framingham State College, and the Division of Local Services of the state Department of Revenue. (Not all data are updated every year.) This information is important when planning for municipal facilities, long-range strategic planning, open space preservation, providing for affordable housing, planning for recreation facilities and programs, and many other community development/preservation issues.

Population

1990 U.S. Census	6,384
2000 U.S. Census	8,800
2004 Total Population estimate	9,737
2003 Adult Population (age 17 and over) estimate	7,032
Females	4,888
Males	4,849

Population by Race	Percent	% Increase from 1990
White	95.05	29.0%
Black	0.58	17.5
Asian or Pacific Islander	3.75	129.9 (Asian) 300.0 (Pacific)
American Indian, Eskimo, Aleut	0.06	20.0
Other	0.60	144.4

Voter Registration

	Total	Democrats	Republicans	Other Parties	Unenrolled
1982	3,487	916	778		
1992	4,269	1,186	906		
2004	6,302	1,562	1,346	42	3,352

Assessed Value of Property		Average Value
1988	\$ 429,833,500	\$ 137,545
2005	2,022,000,000	476,000 (6.9% increase)

	Tax Rate	Average Single Family Tax Bill
1988	\$14.40/thousand	\$1,981
2005	12.80/thousand	6,036 (5.9% increase)

Southborough by the Numbers (continued)

Households

1990 Census	2,188
2000 Census	2,857

Total Housing Units

Percent

Owner-occupied	86.40
Renter-occupied	10.90
Vacant	2.70
Average Household Size	2.99 people
Median House price	\$440,000 (2003)
Median Condo price	\$550,000 (2003)

Housing Density

620.7 people/sq. mile

211.8 housing units/sq. mile

(Comparison: Somerville = 18,868 people/7,909 units/sq. mile)

Household Income

Percent

Income \$ 0 - \$9,999	4.00
Income \$ 10,000 - \$29,999	11.50
Income \$ 30,000 - \$49,999	9.90
Income \$ 50,000 - \$74,999	7.40
Income \$ 75,000 - \$99,999	9.90
Income \$100,000 - \$124,999	17.60
Income \$125,000 - \$149,999	13.40
Income \$150,000 +	26.40
Average Household Income	\$144,443
Median Household Income	\$110,977
Per Capita Income	\$ 48,149

The MetroWest Statistical Area (Southborough, Sudbury, Wayland, Natick, Sherborn, Framingham, Ashland, Holliston, Hopkinton)

Total Population	183,000
Workforce Population	109,000

Southborough by the Numbers (continued)

Southborough Commuters: The Journey to Work

Top 10 Locations Where Residents Worked, 1990

Town	Number of Workers	Percent of Workers
Southborough	719	20.18%
Framingham	581	16.31
Boston	285	8.00
Marlborough	250	7.02
Westborough	158	4.43
Natick	133	3.73
Worcester	113	3.17
Waltham	100	2.81
Cambridge	79	2.22
Milford	70	1.96

Top 10 Locations Where Residents Worked, 2000

Town	Number of Workers	Percent of Workers
Southborough	638	15.10%
Boston	478	11.31
Framingham	411	9.73
Marlborough	283	6.70
Worcester	267	6.32
Westborough	227	5.37
Cambridge	131	3.10
Natick	127	3.01
Wellesley	109	2.58
Waltham	74	1.75

The Vehicles

2003

9,410 cars

Average age 7.52 years

Plus 1,345 "luxury" cars

127 motor cycles

3,171 light trucks; 290 heavy trucks

Town of Southborough
Incorporated July 6, 1727

OFFICERS OF THE UNITED STATES OF AMERICA

President	George W. Bush
Vice President.....	Richard Bruce Cheney
U. S. Senators in Congress.....	Edward M. Kennedy and John F. Kerry
U. S. Representative in Congress, Third District	James P. McGovern

STATE OFFICIALS

Governor	Mitt Romney
Lieutenant Governor.....	Kerry Murphy Healey
Secretary of State.....	William Francis Galvin
Attorney General.....	Thomas F. Reilly
Treasurer.....	Timothy P. Cahill
Auditor.....	A. Joseph DeNucci
Governor's Councillor, Third District	Marilyn Petitto Devaney
State Senator in General Court, Middlesex and Worcester District.....	Pamela P. Resor
State Representative, 4 th Middlesex District (Precinct 1).....	Stephen LeDuc
State Representative, 8 th Middlesex District (Precinct 2 and 3).....	Paul J. P. Loscocco

COUNTY AND DISTRICT OFFICIALS

District Attorney, Middle District	John J. Conte
County Treasurer, Worcester County	Michael J. Donoghue
Register of Probate, Worcester County	Peter M. Lukes
Register of Deeds, Worcester District	Anthony J. Vigliotti
Clerk of Courts, Worcester County	Francis A. Ford
Sheriff, Worcester County	Guy W. Glodis

Town Officers

2004

Elective Town Officials

ASSABET VALLEY REGIONAL VOC. SCHOOL DISTRICT COMM. - 4 years

James B. Denman (2008)

BOARD OF ASSESSORS - 3 years

Shirley A. Bator (2007)
Arthur K. Holmes (2006)
Paul R. Nelson (2005)

BOARD OF HEALTH - 3 years

Ruth C. Brefka (2007)
Louis Fazen, III (2006)
Timothy P. Stone (2005)

BOARD OF SELECTMEN - 3 years

Roger W. Challen (2007)
William J. Christensen (2006)
Bonnie J. Phaneuf (2005)

BOARD OF TRUSTEES

SOUTHBOROUGH LIBRARY - 3 years

Natalie J. Fantony (2005)
David L. Flynn (2006)
Louis Kuchnir (2007)
Marian Christine O'Neill (2005)
Elizabeth B. White (2006)
Fred B. Williams (2007)

MODERATOR - 1 year

John H. Wilson (2005)

NORTHBOROUGH-SOUTHBOROUGH REG. SCHOOL DIST. COMM. - 3 years

Southborough Committee

Desiree Aselbekian (2005)
Daniel F. Bradley, Jr. (2005)
Paul J. Gaffney (2007)
Beth A. Wittcoff (2006)
Janice L. Hunt (2006)

Northborough Committee

George M. Boyd (2005)
Joan G. Frank (2007)
Shirley Lundberg (2005)

NORTHBOROUGH-SOUTHBOROUGH REG. SCHOOL DIST. COMM. (cont'd)

Northborough Committee
Kevin M. Merchant (2006)
Anthony R. Poteete (2006)

PLANNING BOARD - 5 years

Richard F. Connors (2005)
Dana E. Cunningham (2009)
Charles E. Gaffney (2006)
Walter E. Mattson (2008)
Donald C. Morris (2007)

SCHOOL COMMITTEE - 3 years

Susan P. Dargan (2006)
Frank A. Fazio (2005)
Paul J. Gaffney (2007)
Jack Kessler (2005)
Marybeth Strickland (2006)

SOUTHBOROUGH HOUSING

AUTHORITY - 5 years
Charles H. Brewer (2008)
Susan Chorey (2007)
Tory J. Gunsolley (2009)
Robert P. Jachowicz (2005)
Vacancy (State Appointee)

TOWN CLERK - 3 years

Paul J. Berry (2005)

Appointive Town Officers

*Term of Office Expires June 30 of Year Shown
Below*

Appointments by the Moderator

ADVISORY COMMITTEE - 3 years

John J. Boiardi (2006)
John B. Butler, Jr. (2005)
Mark S. Ford (2006)
Alfred C. Hamilton (2006)
Martin F. Healey (2007)
Richard J. Locke (2007)
Charles W. Millett (2005)

ADVISORY COMMITTEE (cont'd)

Claire Carberry Reynolds (2007)
Mark J. Spartz (2005)

CAPITAL BUDGET PLANNING COMMITTEE - 3 years

William John Boland (2005)
William Cheney (2005)
Joseph A. DiGiovani, Jr. (2006)
Carol A. Long (2007)
Christopher Robbins (2006)

PERSONNEL BOARD - 3 years

Paul M. Cimino (2005)
Timothy Reardon McHugh (2007)
Russell B. Millholland (2007)
Stephen A. Morreale (2006)
John R. Maciolek (2005) (Resigned 9/10/04)
William J. Colleary, Jr. (2005)

SCHOOL BUILDING COMM. - 1 year

David H. Davidson (2005)
Frank A. Fazio (2005)
Joseph P. Mariano (2005)
Chris Molinaro (2005)
David R. Morgan (2005)
Stephen P. Theran (2005)
Vacancy (2005)

Appointments by Board of Selectmen

9-11 DEDICATION COMMITTEE (ad hoc) – 1 year

Martin F. Healey (2005)
Jane A. Smith (2005)
Elizabeth Henry Veeneman (2005)

AMERICANS WITH DISABILITIES ACT COMMITTEE (ad hoc) - 1 year

Karen K. Challen (2005)
Janice C. Conlin (2005)
Basilio Diaz (2005)
Peter C. Johnson (2005)
Elizabeth Soderholm (2005)

AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR - 1 year

Janice C. Conlin (2005)

ANIMAL CONTROL OFFICER/

ANIMAL INSPECTOR - 1 year
Timothy J. Slatkavitz (2005)

ASST. TOWN ADMINISTRATOR - 1 year

Vanessa D. Hale (2005)

ASST. TREASURER/COLLECTOR - 1 yr.

Karen M. Hamelin Figueroa (2005)

BUILDING DEPARTMENT

Inspector of Buildings - 3 years

Peter C. Johnson (2006)

Wiring Inspector - 1 year

James A. McCaw (2005)

Assistant Wiring Inspectors - 1 year

James J. Colleary (2005)

Richard G. Trudel (2005)

Appointments by Inspector of Buildings:

Plumbing Inspector/Gas Inspector - 1 year

Ronald T. Courtemanche (2005)

Assistant Plumbing/Gas Inspectors - 1 yr.

A. Richard Desimone (2005)

Henry Pacific (2005)

CABLE TELEVISION COMMITTEE (ad hoc) - 1 year

Derya H. Cansever (2005)

James P. Chance (2005)

Paul Ferguson (2005)

Charles Linton (2005)

Teresa Nicole Mauro (2005)

Warren K. Palley (2005)

CENTRAL MASS. RESOURCE

RECOVERY COMMITTEE - 1 year

John W. Boland, Jr. (2005)

COMMUNITY PRESERVATION COMM.

1 year

Thomas W. Carroll (2005)

Dana E. Cunningham (2006)

Frederica J. Gillespie (2007)

Tory J. Gunsolley (2005)

Robert E. Koziel (2007)

Elizabeth A. Meyer (2007)

David R. Morgan (2005)

Richard V. Upjohn (2006)

Vacancy (Recreation Rep.) (2005)

CONSERVATION COMM. – 3 years

Louis J. Bartolini (2006)
Phillip E. Bevins (2007)
John H. Leeds, Jr. (2005)
Ann Dando Leavitt (2007)
Mark S. Possemato (2005)
Rhonda L. Russian (2006)
Richard V. Upjohn (2005)
Community Gardens Coordinator
 Vacancy (2005)

CONSTABLES – 1 year

Nelson H. Goldin (2005)
John J. Manzi (2005)
William E. Pickett, Jr. (2005)

COUNCIL ON AGING - 3 years

Leah Alea (2007)
Lena A. Carloni (2006)
James P. Chance (2006)
Richard P. Curran (2005)
Madeline M. Heine (2007)
Margery L. Lubanko (2005)
Elizabeth Soderholm (2007)
David M. Williams (2007)
Council on Aging Alternate Members – 1 year
Mildred E. Blood (2005)
Mary Anne Cole (2005)
Marie A. Kensinger (2005)
Eleanor E. MacLauchlan (2005)
Joan L. Roberts (2005)
John L. Steacie (2005)
Diana C. Pierce Tremblay (2005)
William Harrington (2005)

EMERGENCY MANAGEMENT (ad hoc)

1 year
Anthony Alessi (2005)
Brian P. Ballantine (2005)
Cynthia Bechtel (2005)
John W. Boland, Jr. (2005)
Donald A. Buzzell (2005)
Roger W. Challen (2005)
James P. Chance (2005)
Susan Chorey (2005)
William J. Christensen (2005)
Aldo A. Cipriano (2005)
Janice C. Conlin (2005)

EMERGENCY MANAGEMENT (cont'd)

Michael M. Crenshaw (2005)
Christian P. Dano (2005)
Basilio Diaz (2005)
Charles R. Dilts (2005)
David J. Dockstader (2005)
William Farnsworth (2005)
Louis Fazen, III (2005)
Kenneth W. Franks (2005)
Karen M. Galligan (2005)
Michael G. Gulbankian (2005)
Vanessa D. Hale (2005)
Robert Hill (2005)
Theresa E. Holland (2005)
George A. Hubley, Jr. (2005)
Joseph E. Hubley (2005)
Linda C. Hubley (2005)
Sean R. James (2005)
Peter C. Johnson (2005)
John L. Kendall, Jr. (2005)
Robert C. Lagasse (2005)
John H. Leeds, Jr. (2005)
Pamela M. LeFrancois (2005)
David J. Maida (2005)
Richard L. Mattioli (2005)
John D. Mauro, Jr. (2005)
Joseph C. Mauro (2005)
Robert E. Melican (2005)
Jane T. Moran (2005)
Arthur Morin (2005)
Kathleen M. O'Brien (2005)
Michael D. Osattin (2005)
James Peltier (2005)
John P. Peltier (2005)
Bonnie J. Phaneuf (2005)
Dorothy M. Phaneuf (2005)
Peter J. Phaneuf (2005)
Paul C. Pisinski (2005)
Victor G. Robidoux (2005)
Mark R. Sadowski (2005)
Linda Shine (2005)
Timothy J. Slatkavitz (2005)
Timothy P. Stone (2005)
Kenneth R. Strong (2005)
Elizabeth B. Sullivan (2005)
Candy Szymansky (2005)
David G. Toone (2005)
Richard V. Upjohn (2005)
Susan Bigelow-Walsh (2005)

EMERGENCY MANAGEMENT (*cont'd*)

William H. Webber (2005)
Laurie Sugarman-Whittier (2005)

ENERGY CONSERVATION MANAGER

1 year
Basilio Diaz (2005)

FACILITIES MANAGER - 2 years

Basilio Diaz (2005)

FENCE VIEWERS - 1 year

Jonathan R. Choate (2005)
Clifford G. Templeman (2005)

FIELD DRIVERS - 1 year

Richard E. Falconi (2005)
Robert C. Lagasse (2005)

FIRE CHIEF - 3 years

John D. Mauro, Jr. (2006)

FIRE WARDEN - 1 year

John D. Mauro, Jr. (2005)

GEOGRAPHIC INFORMATION SYSTEM (GIS) COMMITTEE (ad hoc)

1 year
John W. Boland, Jr. (2005)
Jonathan R. Choate (2005)
Janice C. Conlin (2005)
Karen M. Galligan (2005)
Dale E. Veeneman (2005)

GRANT COORDINATOR - 1 year

Dorothy M. Phaneuf (2005)

HERITAGE DAY COMMITTEE (ad hoc)

1 year
Napoleon R. Depina (2005)
Catherine Elliott (2005)
Robert W. Elliott (2005)
David K. Falconi (2005)
Nancy J. Falconi (2005)
Diana C. Pierce Tremblay (2005)
Lisa Vernooy (2005)

HISTORICAL COMMISSION - 3 years

David K. Falconi (2005)
Robert E. Koziel (2005)
Donald M. Leavitt (2007)
Katherine T. Matison (2007)
Thomas J. McCarthy (2006)
Earle Q. Watkins (2006)

INDUSTRIAL DEVELOPMENT COMMISSION - 5 years - *Inactive*

INDUSTRIAL DEVELOPMENT FINANCING AUTHORITY - 5 years - *Inactive*

INSECT PEST CONTROL - 1 year

Brian C. Mauro (2005)

INTEGRATED PEST MANAGEMENT COMMITTEE (ad hoc) - 1 year

John W. Boland, Jr. (2005)
Basilio Diaz (2005)
Bridget A. Gilleney-DeCenzo (2005)
Christopher B. Leroy (2005)

LOCAL EMERGENCY PLANNING COMMITTEE (SARA TITLE III) (ad hoc) - 1 year

Neal P. Aspesi (2005)
John W. Boland, Jr. (2005)
Thomas Burrill (2005)
Donald A. Buzzell (2005)
James P. Chance (2005)
William J. Christensen (2005)
Janice C. Conlin (2005)
Jack Cullina (2005)
Basilio Diaz (2005)
Charles R. Dilts (2005)
David J. Dockstader (2005)
Anthony J. deV. Hill (2005)
Linda C. Hubley (2005)
Sean Keough (2005)
Robert C. Lagasse (2005)
Donald M. Leavitt (2005)
Pamela M. LeFrancois (2005)
Richard L. Mattioli (2005)
John D. Mauro, Jr. (2005)
Joseph C. Mauro (2005)
Arthur Morin (2005)

**LOCAL EMERGENCY PLANNING
COMMITTEE (SARA TITLE III) (cont'd)**

Laurie Pardee (2005)
James Peltier (2005)
Paul C. Pisinski (2005)
Gary Reed (2005)
Andre F. Reid (2005)
Victor G. Robidoux (2005)
Judy Cunniff Serio (2005)
Timothy J. Slatkavitz (2005)
Candy Szymansky (2005)
John Tommaney (2005)
Richard V. Upjohn (2005)
Susan Bigelow Walsh (2005)
William H. Webber (2005)
Laurie Sugarman-Whittier (2005)

**METROPOLITAN AREA
PLANNING COUNCIL - 3 years**
Charles E. Gaffney (2007)

**METROWEST GROWTH
MANAGEMENT COMMITTEE - 1 year**
William J. Christensen (Selectmen rep.)
(2005)

**MUNICIPAL COORDINATOR
(Right-to-Know Law) - 1 year**
Joseph C. Mauro (2005)

MUNICIPAL FACILITIES COMMITTEE
(ad hoc) - 1 year
Louis J. Bartolini (2005)
Robert B. Bezokas (2005)
Matthew C. Hurley (2005)
Brian Edward Shea (2005)
Samuel G. Theodoss (2005)

MWRA WORKING GROUP (ad hoc) –
1 year
John W. Boland, Jr. (DPW Supt.) (2005)
Janice C. Conlin (Bd. of Sel. Rep.) (2005)
Clark W. Lefavour (Citizen-At-Large) (2005)
John D. Mauro, Jr. (Fire Chief) (2005)

**OPEN SPACE PRESERVATION
COMMISSION - 5 years**
Laurie Bourdon (2005)
Frederica J. Gillespie (2006)

OPEN SPACE PRESERVATION

COMMITTEE (cont'd)
Ralph A. Iannone (2009)
Meme Luttrell (2007)
Vacancy (2008)

PARKING CLERK – 1 year
Brian P. Ballantine (2005)

PHASE II STORMWATER COMMITTEE
(ad hoc) – 1 year
Peter S. Bemis (2005)
John W. Boland, Jr. (2005)
James P. Chance (2005)
Janice C. Conlin (2005)
Edward D. Estella (2005)
Karen M. Galligan (2005)
Paul C. Pisinski (2005)
W. Hampton Smith (2005)

PILOT COMMITTEE (ad hoc) - 1 year
Brian Ballantine (2005)
Paul T. Cibelli (2005)
Bonnie J. Phaneuf (2005)

POLICE DEPARTMENT
Chief of Police - 3 years
William H. Webber (2007)
Constable - 1 year
William H. Webber (2005)
Jail Keeper - 1 year
William H. Webber (2005)
Sergeants - 2 years
Sean R. James (2005)
Jane T. Moran (2005)
Ryan M. Newell (2005)
Timothy J. Slatkavitz (2005)
Regular Officers - 2 years
James V. DeLuca (2005)
James F. Finneran, III (2005)
David C. Hagen (2005)
Scott Henderson (2005)
Charles A. Keller, Jr. (2005)
Kevin M. Landry (2005)
Martin S. Laughlin (2005)
Meredith Kurkjian Lobur (2005)
Stephen M. Valentine (2005)
Heath Widdiss (2005)

POLICE DEPARTMENT (cont'd)

Admin. Assistant to Chief of Police - 1 year
Richard L. Mattioli (2005)
Communications Officers (full-time) - 1 yr.
Joseph E. Bennett, Jr. (2005)
Michael M. Crenshaw (2005)
David J. Maida (2005)
Michael D. Osattin (2005)
Part-time Dispatchers - 1 yr.
Kenneth J. Fitzgerald, Jr. (2005)
Francis J. Harrington (2005)
Part-time Dispatchers - 1 yr.
John L. Hubley (2005)
Sean P. McCarthy (2005)
Robert J. Nelson (2005)
Keith A. Nichols (2005)
James P. O'Malley (2005)
Reserve Officers - 1 year
Joseph E. Bennett, Jr. (2005)
Shawn M. Brodeur (2005)
Paul P. Connors (2005)
Michael M. Crenshaw (2005)
Kenneth J. Fitzgerald, Jr. (2005)
Richard L. Mattioli (2005)
Ronald G. Mattioli (2005)
Robert J. Nelson (2005)
Keith A. Nichols (2005)
Theodore Pietrasik (2005)
Special Officers - 1 year
William J. Colleary, Jr. (2005)
Francis J. Harrington (2005)
John L. Hubley (2005)
Russell K. Johnson (2005)
Frederick P. Mabardy (2005)
David J. Maida (2005)
Frank J. Mattioli (2005)
James A. McCaw (2005)
Charles R. O'Connell (2005)
William E. Pickett, Jr. (2005)
Department Armorer - 1 year
Frederick P. Mabardy (2005)
Chaplain - 1 year
Rev. Craig J. Lister (2005)
Rev. Thirburse F. Millott (2005)

PROCUREMENT OFFICER, CHIEF -

1 year
Vanessa D. Hale (2005)

PUBLIC WORKS DEPARTMENT

Superintendent of Public Works - 3 years
John W. Boland, Jr. (2006)
Asst. Supt. of Public Works - 1 year
Donald A. Buzzell (2005)

PUBLIC WORKS PLANNING BOARD -

3 years
Appointed by Town Moderator
Harvey D. Bigelow, Sr. (2007)
Peter S. Park (2005)
Vacancy (2005)
Appointed by Planning Board
Harold Kiess (2005)
Todd M. Pietrasik (2007)

RECREATION COMMISSION - 3 years

Christopher Crowley (2005)
Robin J. Logan (2007)
Teresa Nicole Mauro (2005)
Charles G. Ramondo, Jr. (2006)
John M. Witherow (2007)

RECREATION FACILITIES

COMMITTEE (ad hoc) - 1 year
Steven C. Bristol (2005)
Gerard T. Burke (2005)
Basilio Diaz (ex-officio) (2005)
Joseph B. Kacevich, Jr. (2005)
Timothy W. Kemper (2005)
David Roche (2005)

RECYCLING COMM. (ad hoc) - 1 year

Mary Ann S. Anderson (2005)
Anthony E. D'Andrea (2005)
Jonathan R. Choate (2005)
Joan Ellersick (2005)
Paul Ferguson (2005)
Carl C. Guyer (2005)
Peter Kapteyn (2005)
Charles Linton (2005)
Jane A. Smith (2005)
Stanley D. Tanenholz (2005)

REGISTRAR OF VOTERS - 3 years

Ethel N. Armstrong (2007)
Philip C. Beals (2005)
Vacancy (2006)

SEALER OF WEIGHTS AND MEASURES - 1 year
Peter C. Johnson (2005)

SOUTHBOROUGH ARTS CENTER BLDG. COMMITTEE (ad hoc) – 1 year
Catherine M. Alben (2005)
Paul E. Brefka (2005)
Ralph L. Ellis (2005)

SOUTHBOROUGH CULTURAL ARTS COUNCIL - 2 years
Catherine M. Alben (2005)
Cheryl L. D. Bardetti (2006)
Sandra N. Ekberg (2005)
Kathleen E. Hendrick (2006)
Mary-Ellen Latino (2005)
Debra Dufault McIntire (2006)
Jane Smith (2005)
Theresa E. Stephens (2006)
Denise A. Welch (2005)

SOUTHBOROUGH HOUSING OPPORTUNITY PARTNERSHIP COMMITTEE (ad hoc) - 1 year
Susan Choref (Housing Authority) (2005)
Lydia D'Andrea (Private Citizen) (2005)
Edward D. Estella (Private Citizen) (2005)
Charles E. Gaffney (Planning Board) (2005)
Cathy Lee Gerson (Private Citizen) (2005)
Elizabeth A. Meyer (Private Citizen) (2005)
Bonnie J. Phaneuf (Selectman) (2005)
Robert H. Titus (Private Citizen) (2005)

SOUTHBOROUGH SCHOLARSHIP ADVISORY COMM. (ad hoc) - 3 years
James P. Chance (2005)
Janice C. Conlin (2007)
James B. Denman (2005)
Ann R. Deschamps (2006)
Doriann M. Jasinski (2007)
Francis Richard Lundblad (2005)
Robert E. Melican (2006)
Jane A. Smith (2007)
Cathy A. St. Andre (2005)

SPECIAL COUNSEL & SPECIAL MUNICIPAL EMPLOYEE – 1 year
Susan Crane (2005)
Dimitrios M. Moschos, Esq. (2005)

SPECIAL COUNSEL & SPECIAL MUNICIPAL EMPLOYEE (cont'd)
Lauren Stiller Rikleen (2005)
Barry Bachrach (2005)

SPECIAL MUNICIPAL EMPLOYEES
Shirley A. Bator (2005)
John Boiardi (2005)
Martin F. Healey (2005)
Arthur K. Holmes (2005)
Paul R. Nelson (2005)
Claire Carberry Reynolds (2005)

TAXATION AID COMMITTEE (ad hoc) - 1 year
Brain P. Ballantine (2005)
Mary Anne Cole (2005)
Madeline Heine (2005)
Arthur K. Holmes (2005)
Regina McAuliffe (2005)

TOWN ACCOUNTANT - 3 years
Dorothy M. Phaneuf (2007)

TOWN ADMINISTRATOR - 3 years
Janice C. Conlin (2007)

TOWN COUNSEL AND SPECIAL MUNICIPAL EMPLOYEE - 1 year
Aldo A. Cipriano (2005)

TRANSPORTATION TASK FORCE - 1 year
Elizabeth Soderholm (2005)

TREASURER/COLLECTOR - 3 years
Brian P. Ballantine (2006)

TREE WARDEN - 1 year
Brian C. Mauro (2005)

TRUST FUND ADVISORY COMMITTEE
(ad hoc) - 1 year
Maryanne Cole (2005)
John F. Kelly (2005)
Nicolas A. McCoy (2005)

VETERANS' AGENT AND BURIAL

AGENT - 1 year

Irene Burkis Tibert (2005)

VETERANS' GRAVE OFFICER - 1 year

Irene Burkis Tibert (2005)

WORKPLACE SAFETY

COMMITTEE (ad hoc) - 1 year

John W. Boland, Jr. (2005)

Janice C. Conlin (2005)

Basilio Diaz (2005)

Peter C. Johnson (ex-officio) (2005)

John D. Mauro, Jr. (2005)

Robert E. Melican (ex-officio) (2005)

Paul C. Pisinski (2005)

YOUTH COMMISSION - 3 years

Claudine M. Araujo (2007)

Robert Basow (2007)

Dale A. Burgess (2006)

Susan C. Krivanec (2005)

Martin R. Luloff (2007)

Arlene Shainker (2005)

Vacancy (2005)

ZONING BOARD OF APPEALS – 5 years

Salvatore M. Giorlandino (2005)

Kenney E. Griffiths (2007)

Peter C. Norden (2008)

Frederick M. Scott (2009)

Thomas M. Starr (2006)

Alternate members – 1 year

Sam R. Stivers (2005)

Regina McAuliffe (2005)

Appointment by Board of Assessors

PRINCIPAL ASSESSOR/APPRASIER –

3 years

Paul T. Cibelli (2005)

Appointments by Board of Health

AGENT TO THE BOARD OF HEALTH

Paul C. Pisinski

BURIAL AGENT

Paul J. Berry

**Appointments by
Northborough/Southborough Regional
School Committee**

ALGONQUIN BUILDING COMMITTEE

2 years

Howard Anderson (Southborough) (2006)

P. Brent Trottier (Southborough) (2006)

Michael Casaceli (Northborough) (2006)

Glenn Tuomi (Northborough) (2006)

John Joseph Walsh (Southborough) 2006

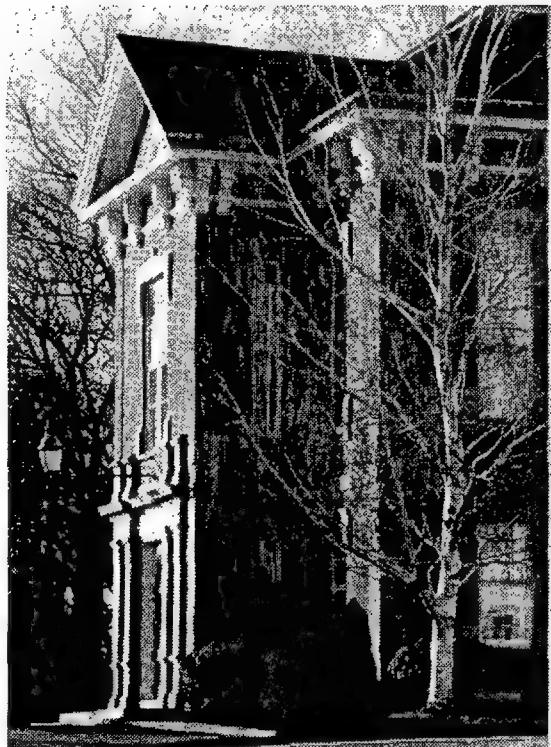
Lawson Williams (Northborough) (2006)

Appointment by Town Clerk

ASSISTANT TOWN CLERK

Dawn E. Michanowicz

ADMINISTRATION



The Town House ...

... we know today is the third in the 278 years of town history. According to the practice of the time, the town's meetinghouse was the church meetinghouse. Town was almost 100 years old before that changed with the state legislature's decree to separate church and state. A small wooden structure was built in 1840 on part of the town common next to the Second Meetinghouse, occupied by the Unitarians. It had a hall for public meetings and in 1852 a small room at the rear for the new town library.

After a fire destroyed that building (most of the books were saved), the current building was built in 1870, designed by the same architect, Alexander Esty, who did St. Mark's Church next door. The work was done by local stone and brick masons and master builders. It had all the modern conveniences of gas lighting and indoor plumbing.

Thankfully, although the interior was renovated in 1978, many important exterior architectural features are preserved—the distinctive wood and stone trim, the granite foundation and many details popular in the post Civil-War period. The copper and glass lantern mounted above what was built to be the front door is from "an early date," according to the consultants.

Inside the first floor had a small hall, a selectmen's room, and the library. The large hall with balcony and stage upstairs was a center of community life—townspeople were there for dramas, concerts, lectures, exhibitions and "the occasional ball" and as the 1900s began, for silent movies, with sound effects courtesy of local piano players. The smaller hall downstairs was the site of various parties and lectures, as well as the Southborough Farmers Club meetings, and a dancing school.

The library could move to its own facility in 1912. The space was occupied by the Police Department until they moved to their current location in 1971.

Board of Assessors

Property values continue to rise in Southborough and the surrounding area. With its rural setting, highly regarded school system, and convenient highway access, Southborough has become one of the most desirable communities in Metro-West to raise a family. The result has been a high demand for homes which is driving price levels upward. Despite last year's tri-annual re-certification, assessments were again adjusted upward to reflect the escalating conditions of the real estate market. Values in all neighborhoods were adjusted based on sales that occurred in 2003. This makes the fifth consecutive year that it has been necessary to adjust assessments upward.

Southborough's overall value of its real and personal property increased from \$1.925 billion dollars to \$2.022 billion in FY05. This figure also includes nearly \$69.5 million dollars in new growth. The median single family home in Southborough rose from \$445,100 to \$476,000, a 6.9 percent increase. With assessments increasing, FY05 tax rate dropped from \$12.80 to \$12.68 per thousand, a one percent decrease. Despite this year's lower tax rate, the median assessed single family home's tax bill rose from \$5,697 to \$6,036, a 5.9 percent increase.

With developable land becoming scarce and construction slowing, we predict a significant reduction in new growth for the upcoming year. Taxes will increase proportionately to spending at the 2005 town meeting. All taxpayers need to keep in mind that the recent tax increases are a reflection of the capital school expenditures that have been added to the town's annual budget over the past several years.

This past summer the Assessors Department began a two-year program to inspect 2,500 single family homes. The state Department of Revenue requires communities to inspect all real estate within the town over a nine-year time period. The Board of Assessors contracted with the Cole-Layer-Tremble Company (CLT) to inspect each single family home and record the necessary data. The data collector's task is to collect and/or verify information about the homes in our town. This information will be used to update our records for future valuations. The first phase of this project was completed in late October. The Board of Assessors would like to thank the homeowners of Southborough for their cooperation during these inspections this past year. The remainder of the single family home inspections will begin next summer.

With taxes once again on the rise, the Board of Assessors would like to remind senior citizens of the various programs available to assist with their property taxes. First, the Clause 41C Senior Exemption is available to individuals who meet the age, income, and asset requirements. Seniors must be 65 years of age as of the first day of the current fiscal year (July 1st 2004 for FY05). Income limits for a single person are \$20,000, \$30,000 combined for a married couple. Asset limits for a single person is \$40,000, \$55,000 for a married couple. The asset limit does not include a home (up to a three-family dwelling) or vehicles. An applicant who meets the above criteria is eligible to receive a \$1,000 annual reduction off his or her real estate taxes. Applications for Clause 41C are available at the Assessors' office and must be returned within three months after the actual tax bill is mailed.

A second option is the Senior Tax Work-off Program. Individuals 60+ years of age can work as a volunteer for a town department for approximately 112 hours for which they receive a \$750 reduction on their property taxes. To be eligible the individual must be a Southborough resident who owns and occupies the residence to which the credit will be applied. Currently

Board of Assessors (continued)

there are 25 positions available for seniors who wish to participate. This program is facilitated by the Council on Aging and applications are available at the Senior Center.

The last program to assist seniors is a Clause 41A Tax Deferral, which permits taxpayers to defer up to 100 percent of their real estate taxes. To be eligible an individual must be 65 years of age as of July 1, 2004, have lived in Massachusetts at least 10 years, and have occupied such real estate in the Commonwealth for 5 years, or be a surviving spouse who has inherited the real estate and occupied it for 5 years. Income cannot exceed \$40,000 and there are no estate limits. Unlike a tax exemption, the deferred taxes must eventually be paid. Applications and additional information regarding this program is available at the Assessors office.

Board of Selectmen

Names and Faces

Early in the year, Selectmen David Parry announced that he would not run for re-election in May. David was elected in May of 1995 to fill the seat held by James Falconi. His planning skills were very helpful during his nine year tenure which included the capping of the Parkerville Landfill, the planning and construction of K-8 schools and the Regional High School, the construction of the Southborough MBTA Station, the MWRA Walnut Hill Treatment Plant and the MWRA MetroWest Tunnel, a new redundant tunnel to carry water to Boston and the other MWRA communities. David is missed and will be remembered for his ability to be creative in finding solutions to issues and then finding a way to fund and make it happen. We welcomed to the Board of Selectmen Roger Challen, a long-time member of the Advisory Committee.

Looking Back Through 2004

In the fall, for the first time practices and games were played on the capped landfill on Parkerville Road. On Heritage Day, the field was named and dedicated to John Lundblad. There could not be a more fitting memorial to John. John was an environmental consultant, he coached youth soccer teams, managed the Town of Southborough as its Town Administrator in the 1970s, and volunteered as a citizen on many committees and community activities.

The new addition to the Rural Cemetery, off Middle Road, opened this spring as expected. This property will house burial plots and cremations for the next twenty years. In conjunction with that opening, the burial fees were increased to better reflect the cost of interment.

During the summer of 2003 the Board created the Summer Nights Committee. This committee saw a need for family entertainment options in Southborough and immediately established themselves as an entertainment source for young families. For the second year, the Committee successfully presented a night of music and fireworks on Neary Field. The Committee additionally hosted a film in August at Finn Field.

In June, the Board of Selectmen established a new process for appointing volunteers to the various town boards and committees. Previously, the Board would automatically reappoint the incumbent unless he or she was not interested in serving another term. Although we have had many dedicated and talented residents that have served the town over the years, the past process did not maximize the opportunities for many new volunteers to participate in their government. This year the Board contacted each appointee and asked if he or she wished to continue serving as a volunteer. The Board also made it known that it would be soliciting new volunteers to fill positions and would not necessarily appoint the incumbent. Advertisements for volunteers were placed on the town's website, on the cable TV bulletin board, and in the newspapers. Interviews were conducted at Selectmen's meetings. As result, many new volunteers have come forward and been appointed. We are thankful for those that expressed an interest, whether they were appointed or not.

Senior Tax Work Off

The Board of Selectmen would again like to express its appreciation to several senior citizens who have provided assistance to the town as part of the Senior Tax Work-Off Program. This

Board of Selectmen (continued)

program permits a senior citizen to work 112 hours for the town in order to earn money which is allocated to decrease their property taxes. We thank Anne Sarkis and Millie Blood for staffing the Town House reception desk; we thank Donna McDaniel for assisting us with town publications; and Bob Spayne for supporting us with the town report and issuance of transfer station stickers. Without their help, many tasks would not have been completed due to the lack of sufficient staff time. Thank you!

Town Facilities and Services

In 2003, the Board of Selectmen launched a study of municipal buildings and facilities. This program grew out of a proposal for a Southborough Community Center that did not pass at the previous Town Meeting. The study was conducted by a committee composed of staff members, including the Town Administrator, Town Planner, Facilities Manager, Health Agent, and several residents who have volunteered for this task. The committee completed a needs analysis of town buildings and programs in 2003. In 2004, the committee considered the changes that could be made to existing space and what additional space is required. The Committee did determine that the town was lacking sufficient space to address its municipal needs. To help address that deficiency, the Committee was able to convince Town Meeting and the voters at the May election to take advantage of the opportunity to purchase 9 Cordaville Road, a church building owned by the Chapel of the Cross.

The Board of Selectmen is grateful to the members of the Chapel of the Cross for their offer and for their cooperation and patience throughout the process. Presently, the first floor of the building has been renovated to accommodate the Senior Center. The administrative staff of the church continues to use the second floor offices and the assembly rooms two nights a week and on Sunday for their programs. The church will vacate the premises entirely in August 2006 when it will move to a new facility. The building is now known as Cordaville Hall.

At the May 2004 Town Meeting, voters appropriated \$40,000 to hire a consultant to study the information gathered by the Facilities Committee and advise the town on possible solutions to housing town departments that are cost effective and efficient.

In Closing

The Board takes this opportunity to once again publicize the town's website. It can be found at www.southboroughtown.com. There you will find meeting agendas and minutes, special announcements, tax, property, and election information, recreation schedules, and other notable town services. E-mail us with your comments and let us know what else you would like to see on the website.

The Board of Selectmen would like to especially thank the Selectmen's staff, Vanessa Hale, Maureen Colleary, and Carol Ostresh, for the exceptional work they do to carry out the day to day operations of the Board.

Personnel Board

The Personnel Board is a five member Board charged with administering the Salary Administration Plan, a separate Article of the Town's By-Laws. In essence, it sets policies, procedures and wage schedules for Town employees who are not otherwise covered by a union or employment contract, or who work on a part-time basis.

The Personnel Board consists of 5 members when at a full complement, and meets monthly except for the months of July and August. The Board normally meets at 6:30 p.m. once per month at the Southborough Town House and consists of the following talented individuals:

- Timothy R. McHugh, Chairman
- Russell B. Millholland
- Stephen A. Morreale
- Paul Cimino
- Vacancy

During the past year, the Board exercised its continuing oversight of personnel policies by making revisions to the Salary Administration Plan. Some of the revisions of the plan during 2004 included:

- ✓ Re-configured the wage schedule for Call Firefighters
- ✓ Added several new titles to the Job Classification List
- ✓ Updated the Classification [Wage] Schedule

The Board maintains its goal of providing up to date and timely training for Town employees and board and commission members. The Board's goals for 2005 include launching a new performance evaluation system, which has not been updated in many years. The Board also hopes to allocate time and money to train employees in effectively managing and supervising their staff. The Board feels this would be most appropriate for those newer department heads which have recently joined the Town due to turnover. We hope this will provide a service to our employees that will provide a professional, healthy working environment for all.

The Board regrets the loss of member John Maciolek. The Board appreciated Mr. Maciolek's legal expertise which he lent to the Board on a regular basis. We wish him well in his new endeavors and hope he will consider returning to town government in the future. During the year, the Board welcomed Attorney Paul Cimino from Austin Kelly Lane who has put his expertise and experience to immediate use on the Personnel Board. He has been most helpful in fine-tuning some of the Board's policies which needed some revision. We are sure we'll keep him busy for as long as he is free to serve.

Finally, the Board would like to thank Town Administrator Janice Conlin and all employees for their continuing guidance and assistance throughout the year. The cooperation of these employees makes handling sometimes sensitive issues a great deal easier. Our sincere appreciation goes to Russ Millholland who serves as a constant advisor in personnel matters. Once again this year, Mr. Millholland spent many hours drafting a new performance evaluation form, working with both the Fire Department and then the non-union personnel. Thanks Russ!

The Personnel Board looks forward to a happy, healthy and productive 2005.

Town Accountant

REVOLVING FUNDS ACTIVITY - FISCAL 2004

<u>ACCOUNT</u>	<u>OPENING BALANCE</u> <u>7/1/2003</u>	<u>RECEIPTS</u>	<u>LESS EXPENDITURES</u>	<u>CLOSING BALANCE</u> <u>6/30/2004</u>
CONSERVATION COMM. GARDENS	244	40	200	84
RECREATION COMMISSION	10,000	190,607	190,607	10,000
CULTURAL ARTS COMMISSION	2,879	36,374	9,575	29,678
AMBULANCE REVOLVING	7,712	4,362	1,148	10,926
TOWN HISTORY BOOK DEPOSITS	2,567	5	0	2,572
FIRE-HAZARDOUS MATERIALS	302	0	0	302
TOTAL REVOLVING FUNDS	23,704	231,388	201,530	53,562

***REVOLVING FUNDS FOR DEPARTMENTAL PROGRAMS
(G.L. CH. 44,S.53E 1/2)***

	<u>OPENING BALANCE</u> <u>7/1/2003</u>	<u>RECEIPTS</u>	<u>LESS EXPENDITURES</u>	<u>CLOSING BALANCE</u> <u>6/30/2004</u>
YEAR ENDING JUNE 30, 2004:	9,255	59,467	62,713	6,009

	<u>OPENING BALANCE</u> <u>7/1/2004</u>	<u>RECEIPTS</u>	<u>LESS EXPENDITURES</u>	<u>CLOSING BALANCE</u> <u>12/31/2004</u>
FISCAL 2005 (7/1-12/31/04):	6,009	24,650	21,789	8,870

RESERVE FUND TRANSFERS

<u>DATE</u>	<u>DEPARTMENT</u>	<u>PURPOSE OF TRANSFER</u>	<u>AMOUNT REQUESTED</u>	
09/24/03	Admin. Support	Add'l Funding-Meeting Coverage	3,820.00	
09/24/03	Admin Support	Holiday Pay-Part Time Secretary	400.00	
09/24/03	Board of Selectmen	Tuition/Transport Assessment	24,000.00	
11/06/03	Special Legal Counsel	Zoning Issues	25,000.00	
11/06/03	Police	Legal Advertise.-new Police Chief	2,984.00	
11/06/03	Police	New Boiler	8,825.00	
01	02/02/04	Special Legal Counsel	Unforseen Legal Issues	25,000.00
03/11/04	Legal Services	Number of Add'l Legal Issues	31,000.00	
04/12/04	GASB 34 Implementation	Contracted Services-GASB	11,300.00	
04/12/04	Arts Center Project	Costs Due to Add'l Problems	21,885.86	
06/16/04	Town Accountant	Imput of Data for New Software	4,000.00	
06/16/04	Treasurer/Collector	Fund Town's Unemploy. Liability	2,031.00	
06/16/04	Special Legal Counsel	Union Negotiations/Zoning Issues	35,394.81	
06/16/04	Planning Board	Legal Ads/Annual Updated Map	1,805.00	
Note:	Original Budget \$250,000	TOTAL	<u>197,445.67</u>	

Town Treasurer

CASH BALANCES AS OF JUNE 30, 2004

BANK ACCOUNTS

Boston Safe - Mellon	Vendor	0.57
Boston Safe - Mellon	Investment	835,077.85
Century Bank	Lock Box	892,363.79
Century Bank	Investment	1,533,917.65
Commerce Bank	Investment	52,243.66
First Trade Union Bank	Investment	3,301,712.20
Fleet Bank	Operating Depository	623,062.14
Fleet Bank	Investment	2,760,832.65
Fleet Bank	Payroll	28.64
Fleet Bank	Vendor	6,686.78
Fleet Bank	Deputy Collector	14,036.37
Fleet Bank	Custodial - CPA	182,304.11
Fleet Bank	Rec Revolv	10,009.95
Fleet Bank - Escrow	Planning	75,434.57
Fleet Bank - Escrow	Road Openings	45,598.92
Marlboro Savings	Investment	1,006,643.77
Mass.Mun.Dep.Trust	Shares	46,731.80
Mass.Mun.Dep.Trust	Mwra Water Infra Rehab	20,183.86
Mass.Mun.Dep.Trust	S.C.A.C.	19,282.83
Mass.Mun.Dep.Trust	Highway	37,860.68
Mass.Mun.Dep.Trust	Law Enforcement Trust	43,322.37
Mass.Mun.Dep.Trust	Southwood Eng. B. O. H.	4,609.56
Mass.Mun.Dep.Trust	DPW/MWRA	20,624.62
Mass.Mun.Dep.Trust	St. Mark's Inspection Fee	5,765.58
Rockland Trust	Money Market	104,350.53
Sovereign Bank	Investment	358,096.07
Sovereign Bank	School Lunch	65,222.49
Unibank	Investment	541,374.58

TRUST FUNDS:

Bartholomew & Son	Stabilization Fund	3,306,306.33
Other Trust Funds	Trust Funds - Town	1,982,017.17

Cash Balances

17,895,702.09

Town Collector

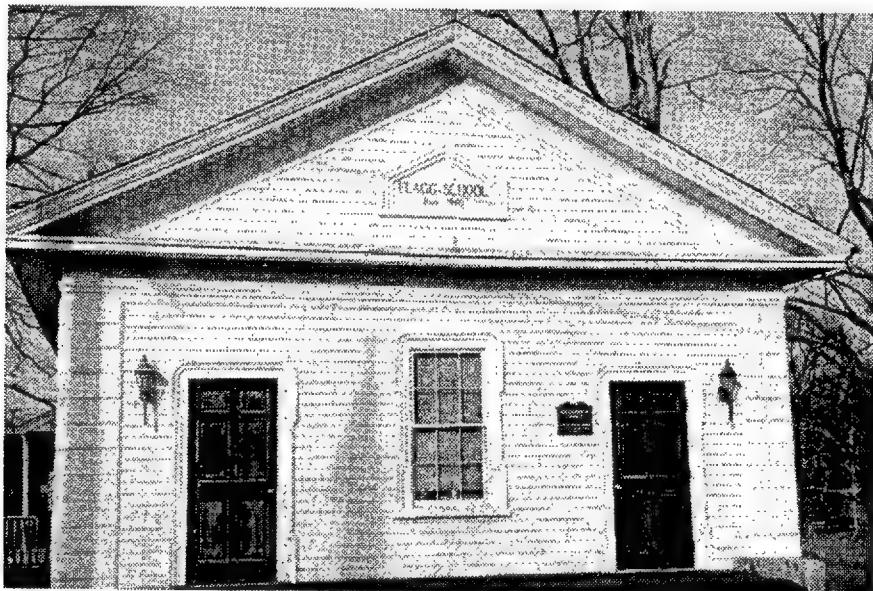
	<u>Opening Balance</u>	<u>Commitment</u>	<u>Refund</u>	<u>Dr adjustment</u>	<u>Payment</u>	<u>Abatement</u>	<u>Cr adjustment</u>	<u>Closing Balance</u>
REAL ESTATE								
FY 2004	0.00	34,692,930.96	43,255.16	0.00	23,040,435.69	185,425.60	11,260,714.80	249,610.03
FY 2003	214,901.96	0.00	74,185.94	0.00	184,995.95	2,547.15	92,736.59	8,808.21
FY 2002	86,867.67	0.00	0.00	0.00	48,808.80	0.00	18,492.36	19,566.51
FY 2001	67,245.39	0.00	0.00	0.00	37,824.34	0.00	20,883.06	8,537.99
FY 2000	870.16	0.00	0.00	0.00	800.62	0.00	0.00	69.54
FY 1999	5,988.23	0.00	0.00	0.00	0.00	0.00	0.00	5,988.23
<i>Subtotal</i>	<i>375,873.41</i>	<i>34,692,930.96</i>	<i>117,441.10</i>	<i>0.00</i>	<i>23,312,865.40</i>	<i>187,972.75</i>	<i>11,392,826.81</i>	<i>292,580.51</i>
PERSONAL PROPERTY								
FY 2004	0.00	1,743,124.10	525.01	0.00	1,217,388.70	1,253.36	517,946.40	7,060.65
FY 2003	16,085.97	0.00	24.45	0.00	11,690.90	0.00	0.00	4,419.52
FY 2002	6,830.94	0.00	0.00	0.00	5,820.77	1,010.17	0.00	0.00
FY 2001	72,155.35	0.00	0.00	0.00	433.39	1,456.14	0.00	70,265.82
FY 2000	8,443.69	0.00	0.00	0.00	5,029.15	3,414.54	0.00	0.00
<i>Subtotal</i>	<i>103,515.95</i>	<i>1,743,124.10</i>	<i>549.46</i>	<i>0.00</i>	<i>1,240,362.91</i>	<i>7,134.21</i>	<i>517,946.40</i>	<i>81,745.99</i>
MOTOR VEHICLE								
2004	0.00	1,304,769.96	12,179.50	0.00	1,242,684.81	24,109.97	0.00	50,154.68
2003	64,502.68	260,260.37	15,865.47	0.00	306,167.75	20,211.11	0.00	14,249.66
2002	25,348.83	5,159.61	1,989.37	0.00	17,003.82	1,805.62	0.00	13,688.37
2001	14,074.70	0.00	0.00	0.00	2,355.62	32.50	0.00	11,686.58
2000	5,575.97	0.00	0.00	0.00	223.75	0.00	0.00	5,352.22
1999	3,870.68	0.00	0.00	0.00	876.89	0.00	0.00	2,993.79
1998	1,724.48	0.00	0.00	0.00	1,336.67	0.00	0.00	387.81
1997	2,677.73	0.00	0.00	0.00	10.00	0.00	0.00	2,667.73
1996	2,199.04	0.00	0.00	0.00	60.00	0.00	0.00	2,139.04
MV EXCESS	0.00	0.00	0.00	0.00	76.48	0.00	0.00	-76.48
<i>Subtotal</i>	<i>119,974.11</i>	<i>1,570,189.94</i>	<i>30,034.34</i>	<i>0.00</i>	<i>1,570,795.79</i>	<i>46,159.20</i>	<i>0.00</i>	<i>103,243.40</i>
WATER LIENS								
FY 2004	0.00	23,813.12	0.00	0.00	20,087.05	0.00	0.00	3,726.07
FY 2003	1,451.88	0.00	0.00	0.00	241.98	0.00	1,135.78	74.12
FY 2002	1,334.16	0.00	0.00	0.00	719.40	0.00	477.42	137.34
FY 2001	537.21	0.00	0.00	0.00	151.77	0.00	463.43	-79.99
<i>Subtotal</i>	<i>3,323.25</i>	<i>23,813.12</i>	<i>0.00</i>	<i>0.00</i>	<i>21,200.20</i>	<i>0.00</i>	<i>2,078.63</i>	<i>3,857.54</i>
SEPTIC BETT								
FY 2004	0.00	54,299.34	0.00	0.00	52,542.04	0.00	0.00	1,757.30
FY 2003	2,105.20	0.00	0.00	0.00	2,105.20	0.00	0.00	0.00
FY 2002	2,160.60	0.00	0.00	0.00	2,755.28	0.00	0.00	-594.68
FY 2001	0.00	0.00	0.00	0.00	2,140.11	0.00	0.00	-2,140.11
<i>Subtotal</i>	<i>4,265.80</i>	<i>54,299.34</i>	<i>0.00</i>	<i>0.00</i>	<i>59,542.63</i>	<i>0.00</i>	<i>0.00</i>	<i>-977.49</i>
WATER								
Rates	46,730.47	1,025,768.86	0.00	0.00	974,617.95	7,903.19	23,813.12	66,165.07
Other Charges	11,628.79	121,452.62	0.00	0.00	123,599.32	173.60	0.00	9,308.49
<i>Subtotal</i>	<i>58,359.26</i>	<i>897,798.93</i>	<i>0.00</i>	<i>0.00</i>	<i>1,098,217.27</i>	<i>8,076.79</i>	<i>23,813.12</i>	<i>75,473.56</i>
TOTAL	665,311.78	38,982,156.39	148,024.96	0.00	27,302,984.20	249,342.95	11,936,664.96	555,923.51

TOWN SERVICES

The Many Lives of the Flagg School

This small building behind the Town House has, like the Town House itself, been home to a number of town services. It was first built in 1860 as a district school replace aging schools in outlying places and called Flagg because it was at Flagg and Deerfoot Roads. As customary, the builders were local residents, primarily Dana Flagg (whose home was farther up the road with his name). He was paid \$925. The other surviving school from that era is the former Southville Grammar School at 28 Highland Street, now a home.

With just 16 or 18 students, dwindling at times to 12 or 13, it was the smallest of the "farm districts." Their school year was thirty weeks. By 1861 it was falling behind the times and called a "backward school." In 1864 the numbers were so few that the school committee called it "a crying evil and one for which we see no present remedy."



In 1894, the town centralized its schools and the building was moved to its present location to house more students until Peters High School was built in 1900. The small building was then lengthened and converted to equipment storage and in 1906 doors were replaced so the structure could be used by Centre Fire Company. After the first fire station was built, the tree warden and water department used the building. In a familiar pattern, when the water department became part of the Dept. of Public Works and moved to the Cordaville Road garage, the Recreation Department and Historical Society became the next occupants in 1999. At the cost of \$45,000 (half from the Historical Society, which has a lease, and half from the town), the façade was restored and the building renovated for use by Assabet Valley Regional Vocational students. (See the "Education" section for more about town schools, past and present.)

Building Department

PERMITS ISSUED BY TYPE OF PERMIT AND FEES COLLECTED

<u>NUMBER</u>	<u>TYPE</u>	<u>FEES COLLECTED</u>
402	Building Permits	\$204,111
417	Wiring Permits	24,960
218	Plumbing Permits	15,915
206	Gas Permits	<u>7,270</u>
	Total Permit Fees:	<u>\$252,256</u>

BUILDING PERMITS BY TYPE OF PROJECT AND CONSTRUCTION COST

<u>NUMBER</u>	<u>TYPE</u>	<u>VALUATION</u>
25	Single Family Residences	\$8,882,852
1	New Non-Residential Building	818,784
180	Residential Adds./Alts./Repairs	6,361,847
36	Commercial Adds./Alts./Repairs	3,574,655
160	Miscellaneous Permits (swimming pools, wood burning stoves, signs, tents, demolition, etc.)	<u>1,147,540</u>
	Total Valuation:	<u>\$20,785,678</u>

There were permits issued for 25 single family homes and no elderly housing units this year. Four of the new homes had estimated construction costs of more than \$500,000. There was one residential demolition in order to reconstruct a new house and one residential demolition in order to prepare a commercial site for development. The total of 25 new dwelling units is considerably less than last year's total of 65. It should be noted that of the 65 built last year, 33 were elderly housing units. Based on an estimate of 3,198 existing dwelling units within the town at the beginning of the year 2003 this represents a yearly growth rate of less than one percent.

The only new non-residential building was a maintenance service structure for NSTAR at 157 Cordaville Road.

A reminder that both building and zoning information is available by computer. The town's website is located at www.southboroughma.com. By navigating to the Building Department it is possible to obtain permit applications, fee schedules, zoning regulations, and other information. Feedback from users of this information is always welcome. The site contains e-mail addresses where comments and requests can be made.

The State Building Code is available on line as well. It can be accessed through the Board of Building Regulations and Standards' website at www.state.ma.us/bbbs. This site provides a great deal of information that can be helpful in planning and executing construction projects. Homeowners who are planning to hire contractors to do work on their homes can

Building Department (continued)

obtain information about the state's Home Improvement Contractor Registration Program by following the link to "BFRS Programs" on the web site. This is a consumer protection program that provides information about contractors' and homeowners' responsibilities when work is being performed on a residence.

It is anticipated that the Seventh Edition of the State Building Code will be issued in the summer of 2005. This new edition will be based on the International Code Council's "International Residential Code." This will be a significant change in the regulations regarding the construction of new homes and any alteration or addition work done to them. Once the new code is formally issued there will most likely be a six-month adjustment period during which either the current or the revised edition may be used.

A reminder about the Mercury Recovery Program for the disposal of thermostats. This program requires that when mercury containing thermostats are disposed of that they be brought to the Building Department for safe disposal. There is no charge for their acceptance by the department.

Conservation Commission

The Southborough Conservation Commission is responsible for the enforcement of General Laws, Chapter 131, Section 40, the Massachusetts Wetlands Protection Act, and the Southborough Wetlands Bylaw. Areas subject to the Commission's jurisdiction include (1) isolated wetlands, (2) bordering and isolated land subject to flooding, (3) wetlands bordering on water bodies or waterways, (4) all land within 100 feet of (3) above, and (5) all land within 200 feet of any perennial stream. Any activity in these areas requires pre-construction review by the Commission. The Commission must consider if the activity affects any of these statutory public interests: public or private water supply, groundwater supply, flood control, storm damage prevention, prevention of water pollution, shellfish, fisheries, and (if applicable) wildlife habitat. The Commission is required to hold a public hearing if the activity affects any of these statutory interests. If, after the public hearing, the Commission determines that the proposed activity meets all regulatory performance standards, then the Commission will issue a permit with such conditions as are necessary to protect the public interests noted above.

In 2004, the Commission held 40 public hearings:

1/29/04	Robert Lupo, (8A Stowe Road)
1/29/04	Christo Baltas, (164 Middle Road)
2/19/04	Brenshaw Corporation, (4 Witherbee Lane)
2/19/04	David Monahan, (98 Woodland Road)
2/29/04	Authentic Traditions, (22 Lovers Lane)
2/29/04	Authentic Traditions, (22A Lovers Lane)
3/11/04	Gary Cato, (19 White Bagley Road)
3/11/04	Anne Bond, (29 Highland Street)
3/11/04	Michael Lane, (5 & 29 Edgewood Road)
3/11/04	Gary Cato, (154 Main Street)
4/01/04	Randall Burr (30 Bigelow Road)
4/01/04	Peter & Jennifer Zschokke (5 Nichols Street)
4/01/04	Robert Heavy (2 Woodland Road)
4/01/04	Thomas & Judith Browley (8 Jericho Hill Road)
4/22/04	Douglas Hatfield 3 (David Henry Gardner Lane)
4/22/04	Conan & Mary Walter (116 Marlboro Road)
5/13/04	Gary Cato (154 Main Street)
5/13/04	Stonegate Realty Trust (Parkerville Road & Turnpike Road)
5/13/04	Dept. of Conservation & Recreation (Hovercraft Ramps)
5/13/04	Harriet Seidler (106 Southville Road)
6/03/04	Dept of Conservation & Recreation (Hovercraft Ramps for Southborough Fire Dept.)
6/03/04	Glenn & Mary Odore (2 Ward Road)
6/24/04	Dean Lewis (23 Richards Road)
7/15/04	Julian Hargraves (218-220 Turnpike Road/Long Cadillac)
7/15/04	Michael Lane (builders lot 3 Edgewood Road)
7/15/04	Michael Lane (builders lot 4 Edgewood Road)
7/15/04	Richard & Jennifer Nicoletti (159 Woodland Road)
7/15/04	Southborough Housing Authority (49 Boston Road)
8/26/04	Thomas & Sharolyn Crotty (31 Sears Road)
9/23/04	Dorothy Bertonazzi (65D School Street)
9/23/04	Gerald McGregor (19 White Bagley Road)

Conservation Commission (continued)

10/14/04 Dave Ferris (16 Hillside Avenue)
10/14/04 Thomas & Ellen Joyce (54 Deerfoot Road)
11/04/04 Charles Scott (32 & 34 Vine Street)
11/04/04 Walter McClain (142 Marlboro Road)
11/04/04 Joe Tassia (35 Ted Lane)
11/04/04 John Hueber, Crosspoint Associates (15 Pleasant Street Connector/Firmin Avenue)
11/18/04 Gerald & Carol Severance (14 Pine Hill Road)
12/09/04 Pamela & Paul Branchaud (69 Oregon Road)
12/09/04 Ben Stevens (Parmenter Road and Pinehill Road)
12/29/04 Damon Smith (11 Rockpoint Road)
12/29/04 Jose Martins (Lot 61A Middle Road)
12/29/04 Robert Heavy (84 Turnpike Road)
12/29/04 Robert Heavy (88 Turnpike Road)
12/29/04 Robert Heavy (90 Turnpike Road)

In 2004 the commission collected \$6,553.75 in filing fees.

The Community Gardens continued its 28th year at Middle Road under the able leadership of Peter Alsterlund.

The Commission would like to thank the members of the Breakneck Hill Cow Fund for assisting in the efforts of raising financial resources to support the cow maintenance at the Southborough Conservation Orchard. The Commission is pleased with their continued support of agriculture in Southborough.

The Commission continues to be an active participant of the Metrowest Water Protection Committee.

The Commission thanks all town officials, employees, and townspeople who have been of assistance to us this past year and invites the participation of all residents in our future work.



Council on Aging/Senior Center

The Council on Aging is a board made up of seven volunteer members and four alternates. The Council meets at 7:00 p.m. the first Wednesday of the month at the Senior Center located at 9 Cordaville Road. The public is welcome to attend these meetings. The Council on Aging has a number of duties including: advocating for senior services on behalf of the town's elder population, identifying and improving community services and resources, and providing educational, health, and recreational programs and activities.

Funding for the Senior Center and its programs comes primarily from the town's budgetary process, small fees, the Friends of the Council on Aging, and grants from the state Executive Office of Elder Affairs. Currently the Senior Center is receiving a Formula Grant of \$5500 and a \$1800 grant from Baypath Elder Services. A newly reorganized "Friends of the Council on Aging" has begun fund raising efforts to assist the Senior Center in providing financial resources for additional programs.

The Senior Center is open Monday through Friday from 8:30 a.m. to 2:30 p.m.. The Center has been at its new location at 9 Cordaville Road since the beginning of November. The newly renovated building houses office space for the Senior Center, a large multipurpose activity space, and an area which serves as the congregate meal site. It is staffed by a 30-hour-per-week director, a 20-hour-per-week assistant director, a 24-hour-per-week outreach coordinator, and two part-time receptionists. A nurse is also on staff Tuesdays and Thursdays from 9:30 a.m. to 1:30 p.m. Services at the Center also include the Meals on Wheels Program for homebound seniors and a congregate meal with hot lunches served Monday through Friday. The meals are provided by South Middlesex Opportunity Council Elderly Nutrition Program and are delivered by local volunteers.

In addition to these services the Senior Center offers water aerobics, fitness classes, painting, conversational Spanish, crafts, line dancing, weekly card games, the Southborough Senior Singers, health and educational lectures, bus trips, parties and picnics, visits from state legislators, podiatry clinics, and a bi-monthly newsletter. We have also partnered with the recreation department and library to offer programs such as Tai Chi and a book discussion group. Health insurance counseling is provided on a weekly basis by a trained volunteer from SHINE (Serving Health Information Needs of Elders). The Center also provides information to seniors on all programs and services available to area seniors, including Medicare and Medicaid programs, prescription drug program assistance, fuel assistance, meal programs, housing services, available transportation services and community resources. Limited transportation is available through AVCOA on Mondays and Thursdays. The Center also has a listing of volunteers available to provide additional transportation if needed. Participation in programs and requests for services and information have continued to increase over the past year. During the fiscal year 2004 the Center served over 700 different seniors on a regular basis who participated in programs or utilized services at the Center. The center receives an average of 125 phone inquiries per week. There are approximately 1200 residents in Southborough over the age of 60 and all are welcome to participate in Center programs. In addition the Center provides services and assistance to families of elders.

The Senior Tax Work-Off program which started in 2000 with six participants has increased to 25 participants who work 112 hours in the year. Seniors receive a \$750 tax credit for

Council on Aging/Senior Center (continued)

providing service hours to a wide variety of town departments. The \$750 tax credit is the obvious benefit for seniors who participate in the program. The benefit that may not be so obvious to the general public is the community involvement and feeling of giving back to the community that the seniors receive and so often express when participating in the program. Almost all who participate continue to volunteer for the town even after their hours are completed. Program participants have become a vital part of the town's work force; they are utilized in over 15 different departments.

During the upcoming year the Senior Center hopes to continue to increase current services and adapt to meet the increasing needs of the senior citizens within the community. In order to do so we will again need to rely heavily on the services of our exceptional volunteers. Last year over 90 individuals (in addition to tax work-off participants) volunteered at the Senior Center, providing an average of almost 100 hours of service each. Our sincere thanks go out to all who have helped to make the Center a success and we welcome the opportunity to involve more volunteers of every age in the upcoming year.



Department of Public Works

In accordance with the Code of the Town of Southborough, the Department of Public Works herewith submits its thirteenth annual report for the year ending December 31, 2004.

Early and prolonged snowfalls occurring in December 2003 led the department into 2004 and what would be the trend for the balance of the winter season of storms of significant duration and limited accumulation. The major snow event of the season occurred on December 5, 2003, with accumulations in the order of two feet in communities to our east. While this storm was right at our door, fortunately Southborough was to escape with an accumulation of only ten inches. Statistics for the season, particularly in areas of overtime and contracted snow removal, are indicative of long duration storms and limited accumulation.

	<u>High</u>	<u>Low</u>	<u>Average</u>	<u>2004</u>
Snowfall (inches)	129	22	67	33
Number of Storms	24	5	14	11
Storms Requiring Snow Removal	15	2	7	6
Off-Hour Call-Outs	72	35	54	65
Sand (ton)	3000	587	1491	1161
Salt (ton)	3480	994	1910	2135
Hired Equipment (hours)	740	72	389	505

Once again the end of the year finds the department with significant, accumulating, plowable snow occurring as early as mid-November and continuing through the end of the year.

Roadway surface maintenance contracts awarded in late 2003 afforded the department the opportunity to commence these operations early in the 2004 construction season. Based on the department's analysis of all roadways in our jurisdiction, it was determined that the most effective use of limited available funds was to concentrate on streets requiring significant improvement, rather than simple resurfacing. To that end, Flagg Road from Blackthorn Drive to Turnpike Road, Clifford Street for the entire length, and Deerfoot Road from Main Street to Clifford Street were reclaimed in place, producing a stabilized base course. Roadways were regraded, making profile changes as necessary, as well as re-establishing a proper cross-section. Surfacing consisted of four inches of Type I Bituminous Concrete laid in two courses. Consistent with the needs of the streets, drainage improvements were accomplished by department forces. The drainage system on Flagg Road was extended with the installation of 278 feet of 12-inch Reinforced Concrete Pipe and the installation of two catch basins. The existing side ditch on Clifford Street was cleaned and reshaped. One drop inlet and one manhole were installed, as well as 62 feet of 18-inch Reinforced Concrete Pipe. Outfall from the system is via 425 feet of stone-lined open channel, thereby increasing infiltration and decreasing flow to the already strained drainage system at Neary School.

In an effort to reduce the cost of total reconstruction or reclamation and still eliminate the effect of reflective cracking, a geotextile fabric was installed on Fairview Drive, High Ridge Road, and Summit Road. The process included the application of bituminous leveling course, rebuilding all drainage structures and water gates, the application of fabric over the entire roadway surface, and resurfacing with two inches of Type I Bituminous Concrete. While this

Department of Public Works (continued)

process is not applicable to every street, it certainly represents a significant cost reduction on streets that are appropriate.

As a logical progression of the water project on Oregon and Edgewood Roads, the entire length of both streets were reclaimed and regraded. Surfacing consisted of 2.5 inches of Type I Bituminous Concrete Binder. Existing drainage issues were addressed, to the extent practicable, through a cooperative effort between the department and a local home builder working in the area. The department installed two catch basins, one manhole, and 52 feet of 12-inch reinforced concrete pipe. The balance of the system will be installed by the developer through an easement to be given to the Town, all in accordance with the Order of Conditions issued by the Conservation Commission. The balance of work on these streets includes final surfacing and the installation of guard rails.

Continuing with the department's master plan for water distribution system improvements, significant infrastructure maintenance and new installations were accomplished throughout the year. Ongoing major improvements to the distribution system continued on Oregon Road and Walnut Drive with the installation of 3700 feet of 12-inch ductile iron pipe including all appurtenant work. This last leg of this multi-phase project is vital to our system and provides a critical link between the storage tank off Oak Hill Road and the southernmost portions of the community. With these improvements now in place and in service, work remaining consists of clean up activities and roadway improvements scheduled for the 2005 construction season.

Critical to providing water quality, as well as cost-effective preventative maintenance, is the adequate care of our water storage facilities. To that end, the town's 1.3 million gallon storage tank off Tara Road, the benchmark of our storage facilities, was taken off line and, for the first time in its 45-year history, completely stripped to bare metal and repainted. The process, accomplished under strict quality and environmental control measures, was completely covered and sand-blasted to bare metal, primed, and repainted inside and out. Exterior and interior repairs were made as necessary and a "Tide flex" mixing system was installed on the inlet/outlet of the tank. This system is intended to mix incoming water with standing water in the tank thereby providing a more uniform flow of treated water to our customers. The project, accomplished within an exceptionally narrow window of opportunity, relied on maximum coordination by all involved parties. We wish to thank our consultants, contractors, Water Division Staff, and the neighborhood for their maximum effort.

As evidenced by the following statistics, water consumption returned to what is considered more normal, the result of more normal precipitation in the warmer months. This return will be reflected in increased water charges by the MWRA in the next year.

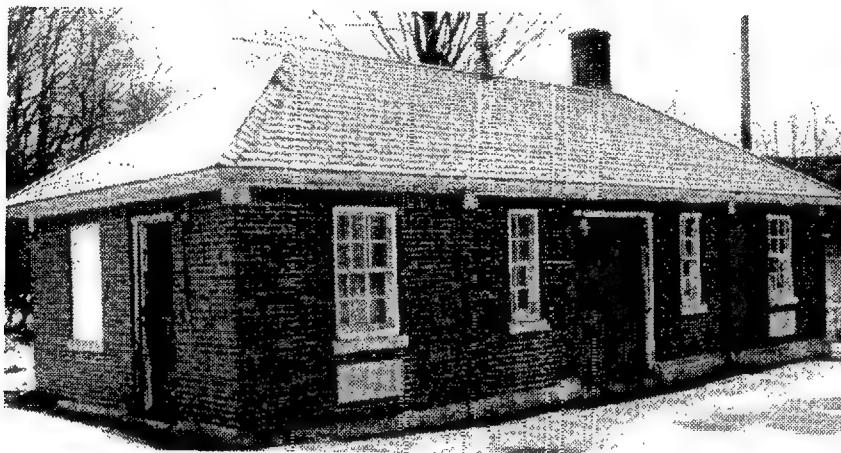
Bringing Water to Southborough

In 1890 the town formed the "Committee on Water Supply" to find ways to supply water to residents. Their study showed that, with a pumping station near Fayville (on Turnpike Road) and a tank on the top of Oak Hill Road, it would take \$56,332 to bring water to Fayville and the center of town and another \$32,000 to continue south to Concordville and Southville. The committee (in true Southborough fashion?) said its job was to study, not to make recommendations. The advantage of the plan, it said, was good water; the disadvantage was figuring out how to get money. No action was taken.

Twenty years later a similar committee made a similar report—pointing out that the advantages would be primarily for the people in the village area, not the outlying farms. It would be another twenty years before action would be taken.

The 1894 agreement between town and the City of Boston regarding the reservoirs gave Southborough permission to take up to 125,000 gallons per day. In 1929, yet another Committee on Water Supply took the first real steps. By then there were 2,053 people in town and two-thirds of towns that size had public water. The town was also expecting more growth because of the rebuilding of Worcester Turnpike. In 1930 the state legislature gave the needed approval to form the Fire and Water District and authorized \$275,000 to acquire land for the pumping stations and for three standpipes. Two are still in use—Clear Hill, the 400,000-gallon tank built in 1931 at the end of Overlook Drive and Oak Hill, in the woods off the road of that name, holding 275,000 gallons. A third was up the hill from South Union School. The newest tank off Tara Road was added in 1960. The first pumping station opposite the reservoir on Turnpike Road has been replaced by new stations, one off Boston Road at the intersection with Central Street built in 1961 and the other on Northborough Road in 1977. Both are named for long-time town officials—the first for John J. Boland, who served as Water Superintendent and the second for Water Commissioner Arthur L. Hosmer.

The town's first pumping station on Turnpike Road, no longer in use.



Department of Public Works (continued)

<u>Water Consumption</u>	<u>Distribution System</u>	<u>2003</u>	<u>System Total</u>
January 21,331,000	6 inch Main	255	
February 21,781,000	8 inch Main	240'	
March 18,697,000	12 inch Main	3700'	85 miles 4180'
April 22,697,000			
May 32,740,000	Services	62	2990
June 47,188,000	Hydrants	4	771
July 51,915,000	Gate Valves	10	1907
August 48,752,000	Breaks in Mains	5	
September 39,636,000	Breaks in Services	8	
October 23,969,000	Broken Hydrants	10	
November 19,753,000			
December 21,903,000			
Total 370,362,000			

The final element of work under the Memorandum of Understanding between the town and the MWRA was accomplished in early November, signaling completion of all activities in relation to the construction of the Metrowest Water Supply Tunnel. This project was the resurfacing of the access roadway to the town's Hosmer Pump Station. All accounts relative to these activities will be closed out in early 2005.

Maintenance and operation of the Rural Cemetery and the Old Burial Ground was carried out on a regular basis throughout the year. It is with great pleasure and enormous relief that we report, after decades of discussion, the opening of the Cemetery expansion off Middle Road. Capacity of the new facility was reported last year and, as likewise reported last year, has a relatively short life span. It is critical that the town pursue every avenue towards acquiring additional significant parcels of land for Cemetery purposes. Cemetery statistics are as follows:

<u>2004 Burials</u>		<u>Graves Sold</u>	
Cremations	16	Resident	5
Full Body	<u>35</u>	Non-Resident	<u>0</u>
Total	51	Total	5

The ongoing demise of our roadside shade trees is a problem that continues to plague the town, the Tree Warden and the department. In spite of continued funding, an all-out effort by the Tree Warden and stepped up support from within the department, this major problem continues. This effort cannot be relaxed in the future and must continue. The following statistics should note that almost twice as many trees were removed this year as opposed to the previous year.

Trees Removed	204
Stump Grinding	1778 inches

Department of Public Works (continued)



Transfer Station operations continued throughout the year as a safe and efficient method of solid waste disposal. A total of 7069 ton of solid waste was processed through the Transfer Station/Recycle Center in 2003. Of that total 1775 ton, or 25 percent of the total waste, was processed at the Recycle Center. Of the total recycle only about 75 percent is considered reuse recycling thereby, reducing our actual recycle rate to 18 percent. In an effort to increase awareness and therefore our recycle rate, the department met on a regular basis with the Recycling Committee. (See the Recycling Committee's report later in this document.)

The Town-wide Geographic Information System (GIS) quality assurance and quality control efforts are complete and the town will be receiving the revised data from its contractor, Kucera International. Currently the town is in the process of including the tax maps on the GIS. During the past year several town employees were trained to use the GIS. The Fire and Police Departments were able to obtain a grant to help them create a database through the GIS. When complete, information relevant to each shape on the map will be accessible providing GIS users with valuable data currently stored in paper files at various locations throughout town.

As reported last year, the Town of Southborough was required to obtain coverage under a NPDES storm water permit to protect the receiving waters in our town, our watershed, and ultimately Worcester Country. Once the Notice of Intent (NOI) is submitted, the town must comply with our Storm Water Management Plan and submit an annual update regarding our progress. In accordance with the plan, the town submitted its annual report in May. The town tracks education and outreach efforts as well as quantities of materials diverted from the waterways to report each year. Southborough is fortunate in that local and area watershed advocates have completed several projects within town, such as storm water stenciling, holding a Riverfest, and supplying reading materials that were copied and distributed through the water bills. The town will continue its own efforts and will continue to work with watershed advocates to protect our storm water. Please check the local cable channel, the Library, the Town House, and other municipal buildings for storm water displays, flyers, and information concerning storm water activities.

The Public Works Planning Board met on a regular basis throughout the year regarding issues concerning the town's infrastructure. Primary among the board's initiatives was the updating of the Rules, Regulations, and Fee Structures of both the Cemetery Division and the Water Division. This time-consuming process involved numerous meetings, discussions, and considerable research. In that these updates had not been accomplished in the order of two decades, the effort was considerable and overdue. The process was well worth the effort in that both divisions are now current and a commitment exists to review both on an annual basis.

After two years of numerous internal personnel changes, it is with great pleasure that we welcome Stephen Aspesi and Andrew Remillard to the department's staff, Stephen to the Highway Division and Andrew to the Water Division. These appointments bring the department

Department of Public Works (continued)

to full staffing. These gentlemen join an existing staff of dedicated public servants, each with Highway Division and Andrew to the Water Division. These appointments bring the department to full staffing. These gentlemen join an existing staff of dedicated public servants, each with expertise in their assigned fields while each ready and willing to support department demands as needs arise. We wish to thank each of our employees, individually and collectively, for their effort and support throughout the year. We wish, also, to thank the various town officials, boards, departments, and employees for their assistance and cooperation throughout the year.



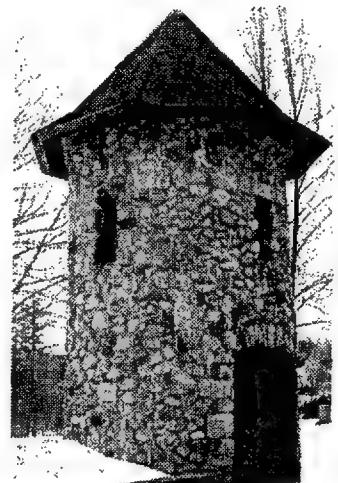
The Rural Cemetery

The "new" cemetery, named the Rural Cemetery, was originally 16.8 acres and has been expanded with additional acreage on the reservoir side from the Metropolitan Water Resource Authority. Its first burial was in 1842. Another 5,500 had followed by the year 2000.

The landscaped grounds are marked by two entrances through the low stone wall along the road. Built into the wall and facing the road is a "receiving tomb" with a low iron door. On the top is a terraced rock garden with a plaque honoring long-time (1962-1986) Superintendent Leo Bertonazzi, also the designer of our town flag.

When in 1900 the town approved funds to bring water to the property (to care for the grass and shrubbery) the water committee also asked for a wind mill with a tank and piping at the cost of \$600. The tower to house the tank was built three years later by George Cantello, who received \$197.31 for his labor. (The "round rubble stone tower," now used for storage, is pictured on the front cover of this report.)

In 1976 a new brick office building was designed and built by students from Assabet Valley Regional Vocational High School at a cost of only \$38,921.



Facilities Management Department

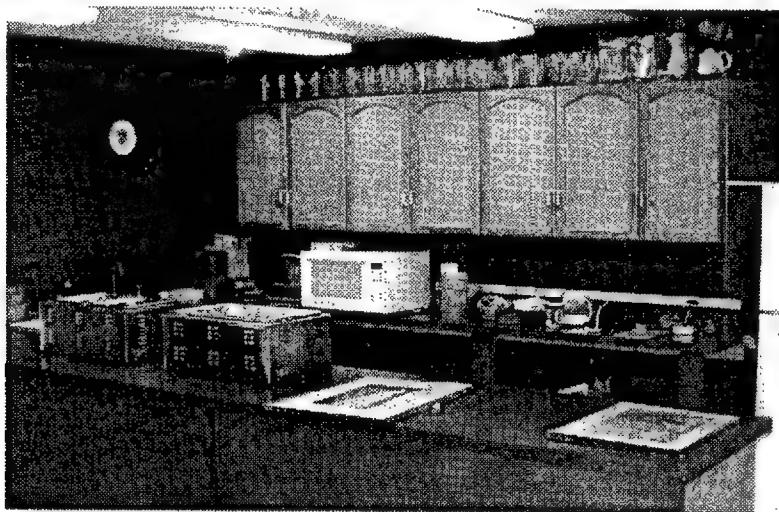
This year has been a very rewarding and productive year for the department. Our maintenance staffs have been able to demonstrate their talents and skills in construction and renovation work, as well as their normal maintenance, repairs, and replacement of equipment.

Our work order and project system is still in the process of being implemented, hopefully with the assistance of an administrative person in the near future that program will be able to be completed. Our project work has grown by another 35 requests this year; 22 of those have been completed to date.

Our highlight for this year was the renovation of Cordaville Hall. Our goal was to relocate the Senior Center operations into this facility and do it within the timeframe and funds mandated by Town Meeting and the Board of Selectmen.

We also relocated the Police Chief to a new office and renovated the old office into the Sergeants' operation room, as well as renovated the training room. We repainted and replaced the floor tiles in the Fire Department's meeting room. We worked on Town House roof leaks and replaced the damaged portion of the roof, and repaired a sprinkler system break. At the Historical Museum a new fire alarm system has been installed as well as giving the building a new roof.

Our work in the schools: At Mary Finn we corrected the water infiltration through the floor tiles by removing approximately 5,000 square feet of floor tiles, sealing the concrete, and re-tiled the floors. This also included removal of all the wooden cabinets and shelves in order to remove all the water logged wood. But the largest task was the cleaning and opening the new Woodward School to meet the opening of normal classes. We also replaced two boilers at Trottier Middle school. Thanks for a busy year.



The kitchen at Cordaville Hall, built by our staff for the Senior Center lunch program.

FACILITIES MANAGEMENT PROJECT

#	LOCATION	PROJECT DESCRIPTION	COST/BUDGET	COMMENTS
1	Town House	Renovate bathrooms	\$9191/\$9191	Completed March 21,2002
2	Town House	Install door	\$3,358	Disapproved
3	Town House	Building signs	\$7047/\$7200	Completed January 24, 2003
4	Fire Station (M)	Replace windows	\$5000/\$5000	Completed April 8, 2002
5	Fire Stations, HQ	Repair & correct drainage	\$85,000	Construction & bid documents are being developed
6	Neary School	Replace 5 roof mounted exhaust fans	\$4690/\$4690	Completed August 15, 2002
7	Community Center	Replace existing building	\$285	Cancelled by BOS until further notice
8	Town House	Install a security alarm system	\$3,173	Pending project approval
9	Neary School	Install shelves in Mod units	\$922/\$922	Completed February 10,2002
10	Finn School	Install playground equipment	\$2306/\$2306	Completed October 9, 2002
11	Neary School	Install windows in exterior wall & hall	\$7164/\$10000	Completed Sept 17, 2002
12	Town House	Replace electrical panels in basement	\$5925/\$5925	Completed June 21, 2002
13	Mooney Field	Replace fencing around LL field	\$20380/\$20000	Completed May 20,2002
14	Town Commons	Restoration of the Town Commons	\$1890/\$1890	Completed May 27, 2002
15	Athletic fields	Install bleachers [3]	\$8454/\$9211	Completed June 24, 2002
16	Pump station (water)	Replace roof	\$3690/\$3690	Completed July 25, 2002
17	Acre Bridge Road	Construct playing field	\$8000/\$0	Completed October 12, 2002
18	Neary School, grounds	Set up for carnival, to include repair cost	\$0/\$0	No damage to the field
19	Police Dept. garage	Renovate the garage to fit motorcycles	\$7932/\$7932	Completed Sept 30, 2003
20	Town House	Improve communications in meeting room	\$5871/\$5871	Completed August 27, 2002
21	Finn School	Installed a split AC unit in Hearing room	\$5600/\$5600	Completed Sept 17, 2002
22	Acre Bridge Road	Install fencing for new athletic field	\$10274/\$10000	Completed August 29, 2002
23	Town Tot Lot (Kinder)	Renovate lot, new playground equipment	\$3675/\$0	Completed July 12, 2002
24	Neary School	Drainage improvement plan	\$19400/\$75000	Completed Sept 27, 2002
25	Fire Station	Construct deck on west side of building	\$0/\$0	Completed November 28, 2002, work done in-house
26	Fire Station (M)	Replace windows in Meeting Room	\$10000/\$10000	Completed November 28, 2002
27	Neary School kitchen	Replace dishwasher booster heater	\$3564/\$3564	Completed November 29, 2002
28	Acre Bridge Road 9-11	Add parking and new roadway	\$0	50% of the work has been completed this fall.
29	Verizon grounds	Repair the grounds	\$0	Cancelled by requestor
30	Trottier Middle School	Drain and flush the heating system	\$24,351/\$46,298	Completed February 17, 2003
31	Library sewage system	Repl tight tank w/a FAST sewage system	\$60,000/\$60,000	Completed February 3, landscape comp May 10, 2003
32	Arts Center	Repl wall with metal studs & 5/8" SR	\$3,110	Cancelled by requestor

FACILITIES MANAGEMENT PROJECT				
#	LOCATION	PROJECT DESCRIPTION	COST/BUDGET	COMMENTS
33	Town House	Construct office for town planner	\$1,391/\$1,800	Completed February 3, 2003
34	Neary School, office	Convert bathrooms to quiet rooms (2ea)	\$5,000/\$5,000	Completed January 18, 2003
35	Fayville Hall	Renovate first floor, to house YFS & FM	\$28,700/\$30,000	Completed November 2, 2003
36	Parkerville Landfill	Prepare area for athletic fields	\$0	Currently in use. Final fall application done
37	Fire Department	Correction to the State Air Quality report	\$70,000	On hold. Submitted project for a grant
38	Finn School outside	Install outdoor water fountain	\$0	Work to be done spring of 2005
39	Trottier Middle School	Replace unit heater in wood shop	\$538/\$1,000	Completed April 23, 2003. Heater repaired.
40	Finn playground field	Repair the open drain	\$0	Work to be done inconjunction with project # 38
41	Historical building	Install fire alarm system	\$4,158/\$4,158	Completed June 28, 2004
42	Trottier Middle School	Replace one boiler and repair another	\$14,564/\$11,352	Completed August 22, 2003
43	Town House	Replace roof shingles, rear section	\$4800/\$8000	Completed February 7, 2005
44	Town House	Repoint chimney bricks	\$1,500	Work to be done spring 2005
45	Trottier Middle School	Replace hot water heater	\$5,059/\$3,250	Completed August 7, 2003
46	Neary baseball field	Repair water run off at infield	\$480/\$0	Completed May 2, 2003
47	Trottier Middle School	Repairs to the emergency generator	\$1299/\$1299.01	Completed July 15, 2003
48	Police Department	Replace generator exhaust pipe, outside	\$100/\$0	Completed June 4, 2003
49	Town House	Replace carpet in hallways & room A	\$8,993/\$6,800	Completed September 30, 2003
50	Choate Field, soccer	Repair wiring and light fixtures	\$4,500	Cancelled by requestor
51	Choate Field, softball	Repair wiring and light fixtures	\$6,100/\$6,100	Completed November 18, 2003
52	Finn School playground	Install outdoor basketball equipment	\$600	50% completed, remainder to be done w/project # 38
53	Police Department	Replace boiler & improve heating system	\$8,825/\$10,000	Completed September 23, 2003
54	Fire Department	Install window shutters in Command Room	\$2388/\$2388	Completed November 25, 2003
55	Trottier Middle School	Install 2 new boilers	\$14,400/\$14,400	Completed August 6, 2004
56	Trottier Middle School	Install door hold open devices	\$19,500/\$16,500	Completed May 6, 2004
57	Finn elementary school	Floor water infiltration	\$41,000/\$50,000	Completed July 23, 2004
58	Neary elementary school	Repair the emergency generator	\$4,000/\$4,000	Completed January 29, 2004
59	Trottier Middle School	Repaint hallways in new addition	\$13,675	All work on hold. No date set for compliance
60	Finn elementary school	Install washer & dryer unit in Kitchen	\$2,460	Work to be completed summer 2005
61	Police Department	Renovate office of the Police Chief	\$11,800/\$10,000	Completed June 28, 2004
62	Trottier Middle School	Repair water damage to boiler room	\$13155/\$0	Completed January 9, 2004

FACILITIES MANAGEMENT PROJECT

#	LOCATION	PROJECT DESCRIPTION	COST/BUDGET	COMMENTS
63	Town House, kitchen	Renovate the storage area	\$2,000	On hold
64	9-11 Field	Install Solar lighting system for flag pole	\$4,200	Work to be done summer 2005
65	Trottier Middle School	Install alarms for boilers & freezer	\$1,300	Work to be done February 2005
66	Trottier Middle School	Repair water damage to auditorium & office	\$12,500/\$0	Completed April 21, 2004, cost covered by insurance
67	Finn School	Repair windows thermo pane [13 each]	\$6,013/\$5,800	Completed May 19, 2004, insurance covered \$5,800
68	Senior Center	Relocate COA to temporary offices	\$34,50/\$34,583	Completed October 29, 2004
69	Woodward School	Move teachers & furniture	\$10,036/\$0	Completed August 20, 2004
70	Town House sprinklers	Repair water damage to elevator shaft	\$2,873/\$0	Completed March 26, 2004
71	Fire Department (M)	Replace floor tiles & paint walls	\$485/\$0	Completed March 22, 2004
72	Finn baseball field	Install mesh netting and rework the dugouts	\$0	Superintendent to review project for approval
73	Finn pest control	Eliminate ants & rodent problem in bldg	\$385/\$0	Completed April 26, 2004
74	Fay Field	Repairs to the play ground equipment	\$1999/\$1999	Completed December 7, 2004
75	Trottier Middle School	Install Backflow preventor in pump house	\$600/\$600	Completed May 14, 2004
76	Trottier Middle School	Repair/replace the gym lights	\$0	Working with Mass Electric to replace light fixtures
77	Neary Elementary	Add electrical outlets [various locations]	\$575/\$575	Completed August 18, 2004
78	Fire Department (M)	Repair over head doors	\$2,000	Work to be done summer 2005
79	Trottier Middle School	Relocate furniture & equipment	\$1,260/\$2,346	Completed August 17, 2004
80	Trottier Middle School	Complete the Punch List items	\$0	Punch list items are being negotiated
81	Neary Elementary	Renovate the Resource & closet areas	\$1,600/\$0	Completed September 20, 2004
82	Historical/Recreation	Replace roof shingles	\$8,600/\$7,800	Completed February 5, 2005
83	Woodward School	Complete the Punch List items	\$0	In progress and also being negotiated
84	Trottier Middle School	Comply with the requirements of DEP	\$0	Requesting proposals from engineering companies
85	Fire Department (M)	Repl the boiler and upgrade heating system	\$18,000	Work to be done spring 2005
86	Trottier Middle School	Replace three (3) boilers	\$27,000	PO issued, boilers ordered
87	Neary Elementary	Repair roof leak in the gym	\$50/\$0	Completed November 2, 2004
88	Neary Elementary	Repair chains on all playground equipment	\$265/\$0	Completed October 25, 2004
89	Neary Elementary	Install "No Driving " signs by playground	\$0	Request submitted
90	Woodward School	Install "School Crossing" signs on Main St.	\$0	Request submitted
91	Finn School	Clean out water from fuel oil tank	\$125/\$3440	Completed September 15, 2004
92	Neary Elementary	Clean out sludge from fuel oil tank	\$3,100	Work to be done in spring, will use chemicals
93	Police Station	Improve ventilation in the building	\$20,000	Submitted for town meeting
94	Woodward School	Install safety fence in kitchen	\$0	RFP sent out, awaiting bids
95	Town House	Renovate office space for accounting	\$0	Developing plan

FACILITIES MANAGEMENT PROJECT

Historical Commission

Reverence for the past is amply demonstrated in Southborough in areas where the look and feel of a small New England town have been preserved. Residents treasure the open space, stonewalls, and beautiful older homes, barns, and buildings that grace the scenic roadways. The Southborough Historical Commission (SHC) works to enhance preservation efforts. Completion of an inventory of non-designated historic structures, and continued efforts educate the public of our historic heritage.

The Historical Commission has identified the following historic landmarks:

- Town cemeteries dating back to colonial times.
- Town House, Arts Center, Saint Mark's Golf Course, churches and private schools.
- Monuments commemorating Southborough's participation in the Revolution War, Civil War, and World Wars I and II.
- Historic private residences as listed in the Commission's Survey of 2000.
- Fayville Dam and the reservoir system.
- Bradley estate on Sears Road.
- The row of "mill houses" on Southville Road between Woodbury Road and Parker Street, and along Parker Street itself; as well as Fitzgerald's Store and the Dockstader's old house (which used to be the freight terminal across the street), which date back to the time of Sanford's Cordaville mill.
- The granite abutments on Parkerville Road (south of Rte. 9)—the last vestige anywhere of the inter-urban trolley line that ran in the early 20th century between Boston and Worcester.
- The Community House, a popular historic landmark used by residents for meetings and receptions.

The Historical Commission establishes the following preservation goals:

- Preserve and maintain Southborough's historic landmarks.
- Maintain the community's traditional historic character.
- Increase public awareness and usage of the historic buildings and properties including the creation of an historic walking trail in the Town Center.
- Evaluate, nominate, and apply for National Historic Districts to incorporate historically significant buildings and properties within the districts.
- Address circulation patterns around the Town Center (both pedestrian and vehicular).
- Expand the use of the Scenic Roads Bylaw in order to preserve the character of older roads.
- Preserve Southborough's historic artifacts, documents, and photographs.

The Year In Review

After a rocky start including the commission losing several members including the chairman, a new chairman and secretary were elected and new members added. The survey of Historical Properties started in 2000 was finally cataloged and distributed to the library and town clerk. Also, with the Community Preservation Committee (CPC) formed this year the Historical Commission has been very busy providing the necessary support to have the CPC move forward with a public hearing, Annual Report, and consideration of funding projects that would assist the CPC and other commissions in identifying open space. The SHC has open communications with

Historical Commission (continued)

other departments such as Planning and Building, to be advised of possible demolition so the SHC can document important historic properties. Many thanks go out to these departments enabling the SHC to help maintain some of the historic past that is quickly disappearing every day.

While doing research on Saint Mark's Golf Course, the Commission found that the golf course was built in 1895-1896, according to Nick Noble, local historian and author of the town's history, *Fences of Stone*. This makes the golf course among the oldest in the nation. George Peabody Gardner built the course for the private use of his family and friends. John Colleary, grandfather of our former police Chief Bill Colleary, was the first head groundskeeper. Bill Colleary remembers his grandfather telling him how happy he was that the potato farm was converted to golf, which resulted in less backbreaking labor for him. In 1923 the golf course was given to St. Mark's School. The school has been an excellent steward and preserver of this important historic vista and source of open space and recreation.

During 2004, the commission began to realize the abutments on either side of Parkerville Road south of Rte. 9 are truly historic and should be memorialized. They are a relic of the network of interurban trolley lines which spread across eastern Massachusetts one hundred years ago. To that end, we developed language for a bronze plaque to be attached to one of the abutments and began to contact a number of companies that make memorial plaques. Most cost estimates are within our budget. No vendor was chosen by year-end 2004 but we hope to have the plaque ordered and installed during late spring 2005.



The Old Burial Ground

In the heart of the area that was the center of the life of the first Southborough citizens lies the burial ground; the gentle stone fence-surrounded slopes offer us a direct connection with the earliest days of the town. One of first acts of the new town in 1727 was setting aside this space in the commonly-owned land next to the meetinghouse. In fact, there had been some burials already there—including Nipmuck Indians, since it was one of their old burial sites.

The first two town pounds (for straying animals) and the first stone wall were on the site by 1728, plus a “noon house,” a place to rest between (lengthy) sabbath services, and in the next few years the first schoolhouse, a small brick powderhouse, and a succession of horse sheds.

The first date on the tombstones is 1730; the latest 1895. Already enlarged twice, by 1840 the town had to open a new cemetery; after 1843 the only burials allowed at the older ground were of spouses of those already interred there.

As the town’s historical consultants wrote, the old tombstones are a “remarkable repository of folk art that reflects the tastes, beliefs, and lives of the residents” and how those changed over the first century and a half. The inscriptions and drawings include quotations from Bible or spiritual literature meant to assure the living that their loved ones were in a place of peace and joy, although the preponderance just give simple names and dates. Yet those few numbers say much about the difficulties of life—the women and children with the same death date, the dates close in time for a family succumbing to disease. And, of course, there are the graves of those killed in war and unknown numbers whose graves have long since been unmarked.

The gravestones have suffered over the years from the weather (especially from the 1938 hurricane), from well-meaning, perhaps, but inappropriate repairs, and from some “effacement.”

Unlike its replacement, the old burial ground had no formal landscaping, although it now is enhanced by various varieties of trees as old or older than the ground they grace.

Marlborough Addictions Referral Center

Addiction to alcohol and other drugs is a national problem but recovery needs to begin at home, in the local community. Serving the local community is the mission of the Addictions Referral Center (ARC). Our young people face more dangers from "designer" drugs than ever before. Today, it is easier for them to purchase marijuana, ecstasy, or steroids than it is to buy a pack of cigarettes. The stresses of today's lifestyle, and the lack of coping skills make the use and abuse of chemicals, both legal and illegal, more attractive. Yet treatment is less and less available to those that need it the most. That is where the services of ARC make the biggest impact being there for people over the long term has the most positive results. Short term detoxification units, and if one is lucky, two weeks in a day treatment program is the prevalent protocol for the treatment of addiction in the twenty-first century. Recovery is not an event but a process, one that needs ongoing care and support, in other words, aftercare. This is what ARC does and does well. ARC has been providing services to the city of Marlborough and surrounding towns for over forty years. We are a small but very dedicated agency whose staff, Board of Directors, and volunteers represent many facets of society, from education, and health care to those who have benefited from our services and now want to give something back.

Our target population encompasses all members of the community in need of services. The growing needs of young people were addressed earlier, but there is also a growing need in both the dual-diagnosed population as well as the elderly. ARC is working diligently to enhance services for these unique populations. The elderly suffer most from isolation and a potential for serious medical problems that may result from drug interactions. These dual-diagnosed folks often feel out of place because of serious mental illnesses that require medications. ARC provides a safe place for these people to find acceptance. The only eligibility requirement for participation in our program is a willingness to begin to practice personal responsibility and to involve oneself fully in a recovery effort.

Other funding sources include the Towns of Hudson, Marlborough and Southborough, as well as a substantial grant from the Marlborough Community Development. ARC generates about 17 percent of its total funding through donations from the various self-help groups utilizing the premises.

The paid staff consists of a full-time Clinical Director/Counselor and a part-time Executive Director/Counselor. We rely on an active volunteer cadre for many of our activities. At the present time, the number of active volunteers is about 20, including all of our board members.

The program does not have a formal fee structure. Individuals occasionally make donations or provide services. The majority of our "new" clients are indigent, often living on the street, in shelters or sober houses.

ARC has become a fixture on "The Hill" in Marlboro. Its roots go back almost forty years, operating first as a "Drop-in-Center." The hundreds of individuals who have succeeded in recovery are a testimonial to its success.

Our mission continues to be a free-standing facility that addresses the needs of individuals and families in the community that are impacted by substance abuse. Through individual counseling, group work, and consistent aftercare follow-up, we are able to provide recovery services that respect the dignity and individuality of our clients.

Recreation Commission

Southborough Recreation – the benefits are endless...

This year we recognize that one of our greatest contributions to the community is the Recreation After School Program (RAP) that we offer at the K-8 schools here in Southborough. The activities that Southborough Recreation provides families at the Trottier, Neary, Woodward, and Mary Finn Schools have more than doubled in popularity and scope from an offering of 45 classes and 628 participants in FY03 to 92 programs and 1346 participations in FY04 (K-8 school population in 2004 – 1561; currently – 1644). At the same time that we have provided these increased programs and services to the residents of Southborough, we have reduced our cost to the town by not only covering the cost of these programs, but also returning substantial revenue to the town. In FY04 the Recreation Commission returned \$59,360 in revenue to the town. In FY05 we are on track to return \$82,000 and in FY06, we have projected \$117,000 to return to the General Fund. We also recognize that while providing the town with this revenue, we are also providing programs that increase the quality of life for Southborough residents. While offering programs with physical and mental benefits, we also address one of our nation's greatest health threats, that of childhood obesity.

Recreation After School Program (RAP)

The Recreation After School Programs provide enrichment activities for all K-8 children in Southborough. These activities are varied in scope and in addition to athletic play include classes such as science, crafts, drama and dance. They are popular with parents and students alike. The programs especially provide a needed service for working parents who do not have the ability to drive a child to an after-school activity. They are also beneficial to students on Individual Education Plans. Administrators from the schools and parents have all requested programs that we strive to provide. Other benefits of recreation in an after-school setting include socialization for students who find it difficult to make friendships during the regular school day. There is also an opportunity for children who do not have the capability to participate in organized sports, to try a sport or activity that they may not otherwise have an opportunity to enjoy. This opportunity to develop interests in different activities leads to life long participation in healthy activities.

General Town Recreation Programs

In addition, this year we have increased service to the community through the addition of many programs for pre-school through seniors and the expansion of some of the existing programs. In our seasonal flyers (two per year) sent to each home in town, we have a total of 71 programs to date offered during FY05. Examples of these new programs include: Smart Sport Development, Preschool Spanish Adventures, Junior Olympic Archery, Hockey Shooting Clinic, and Walking Club for 55 and over. We believe we can continue to add more programs without adding additional cost. We also work together with other town departments to provide town hikes, activities for "at risk youth" at the regional high school and special events as called for by different community groups. Recent examples of these include the 275th Town Birthday Celebration and "Summer Nights" activities, in cooperation with the "Summer Nights" Committee. The Recreation Commission also schedules and provides monitors for Open Gym time and Open/Free Skate at St. Mark's school.

Support for Independent Sport Organizations (outside of our programs)

The 162 programs currently offered by Recreation, do NOT include any of the Southborough team sports offered by several organizations that schedule time to use the town facilities. Each of the team sport activities offered in Southborough is an independent program, which we do not

Recreation Commission (continued)

run, organize, supervise or maintain. For these activities, we administer the facility reservation fees based on the number of individuals in each activity. We also maintain records of the organizations' application, insurance to operate within Southborough facilities, and organizational structure, i.e. standards for board of directors, coaches, and volunteers.

The organizations we are supporting independently of our recreation activities include:

Southborough Youth Baseball	Youth Lacrosse
Youth Soccer	Pop Warner Football
Youth Basketball	Men's Softball

Scheduling

We schedule the above organizations for use of our great facilities; however this list does not include town non-profit organizations or individual residents that reserve the facilities.

Development, Expansion, and Maintenance

The Recreation Commission is not responsible for the daily maintenance of the town's facilities or the development and expansion of the current list of facilities. However, we work closely with the town's Facilities Management Department and the Recreation Facilities Committee (an ad hoc committee to the Board of Selectmen) who work as an advisory group.

Community Benefits

The Recreation Commission continues to provide premium services and programs to the community. As long as the required resources are available to us, we will continue to create a revenue stream that will grow and offset our operations budget yearly. The Commission has worked diligently to continue to provide more services and programs to residents without increasing the overall tax burden.

Volunteers

As a Commission, we utilize dozens of volunteers annually to assist the staff with programs and organization. We also utilize senior citizen Tax Work-off volunteers (three in FY04, three in FY05) for program monitors and office support.

Scholarships

Approximately \$1,500 in scholarships in FY04 assisted participants in the benefits of recreation.

Health Benefits

According to the 2003 U.S. Surgeon General's report on health (see below), it is important that communities stay active. Community recreation programs like ours provide physical, mental, and social benefits to the community through recreation programs for pre-school through senior citizens. The Recreation Commission is committed to working together with other departments and residents to insure that Southborough maintains the quality of life that residents should be afforded.

From the U.S. Surgeon General's Report on Health:

A MAJOR PUBLIC HEALTH CONCERN:

Given the numerous health benefits of physical activity, the hazards of being inactive are clear. Physical inactivity is a serious, nationwide problem. Its scope poses a public health challenge for reducing the national burden of unnecessary illness and premature death.

- *61% of Adults in the U.S. were overweight or obese in 1999.*

Recreation Commission (continued)

- *Approximately 300,000 deaths each year in the U.S. may be attributable to obesity.*
- *Overweight and obesity are associated with heart disease, certain types of cancer, type 2 diabetes, stroke and arthritis, breathing problems, and psychological disorders, such as depression.*

Adolescents and Young Adults

According to the Surgeon General's "Call To action To Prevent and Decrease Overweight and Obesity" report:

- *In 1999, 13% of children aged 6 to 11 years and 14% of adolescents aged 12 to 19 years in the United States were overweight. This prevalence has nearly tripled for adolescents in the past 2 decades.*
- *Type 2 diabetes, previously considered an adult disease, has increased dramatically in children and adolescents. Overweight and obesity are closely linked to type 2 diabetes.*
- *The most immediate consequence of overweight as perceived by the children themselves is social discrimination. This is associated with poor self-esteem and depression.*

The Causes of Overweight

- *Our society has become very sedentary; television, computer and video games contribute to children's inactive lifestyles.*
- *43% of adolescents watch more than two hours of television each day.*

What to Do About This

- *Provide a safe environment for your children and their friends to play actively; encourage swimming, biking, skating, ball sports, and other fun activities.*
- *Reduce the amount of time you and your family spend in sedentary activities, such as watching TV or playing video games. Limit TV time to less than two hours a day.*

Social Benefits

According to the Massachusetts Department of Public Health, activities for students in the after-school setting provide social and academic benefits. Students who have difficulty developing friendships during the school day are better able to gain in these areas in the more relaxed after-school recreational setting. Studies have shown that children who are adjusted socially and are physically fit perform better academically. Finally, the incidents of drug use and anti-social behavior is reduced among children who are engaging in recreational activities.



Recreation Facilities Committee

The Recreation Facilities Committee, ad hoc, has devoted a considerable effort to the completion of the 9-11 Memorial Field and on extending the trail system on MDC and MWRA property. In 2004, the Massachusetts Water Resources Authority (MWRA) gave the town permission to extend the Sudbury Reservoir Trail westward along the Wachusett Aqueduct from Parkerville Road to Northborough Road. This section of the trail is now open, bringing the trail to almost six miles. Samantha Burgess, a Southborough Girl Scout, is preparing a trail map and educational brochure for the aqueduct portion of the trail. We anticipate that in 2005 the waterfront trail will extend even further westward along the aqueduct into Marlborough and Northborough, tying into several existing trail networks maintained by Sudbury Valley Trustees (SVT) and the Northborough Charm Bracelet Trail Committee.

Another highlight in 2004 was the “9-11 Memorial Field Planting Day of Remembrance” held on the third anniversary of the tragedy. Members of Girl Scout Troop 2085 and Cub Scout Packs 1 and 26, along with community members and town officials, planted a variety of shrubs donated by Weston Nurseries of Hopkinton near the flagpole and future monument area. Two monuments, one with the names of the 206 Massachusetts residents and natives who perished during the terrorist attacks, and another listing the many volunteers, private companies, local sports groups, and community organizations who donated extraordinary amounts of materials and services to the construction of the facility, will grace the area and hopefully remain a constant source of inspiration and gratitude to all who use this wonderful facility. A dedication ceremony is planned for Memorial Day weekend. The field opened for play in October 2002 and is now used for football, soccer, and lacrosse. The efforts of so many contributors can never be adequately expressed.

The Committee plans to disband after the Dedication Ceremony. Appointed by the Board of Selectmen in 1993, the Committee’s original charter was to develop short- and long-term plans for a variety of indoor and outdoor recreation facilities to serve our growing town. We have overseen the planning, construction, and funding of athletic fields, gymnasiums, the town’s first tennis courts, an all-weather track, walking trials, pavilions, and the complete renovation of Harold E. Fay Memorial Field. The Committee has also worked tirelessly to ensure that all new and renovated recreation facilities comply with the Americans with Disabilities Act. Over \$3M in State reimbursement funds and mitigation efforts coordinated with the Planning Board on development projects has offset the construction costs of these facilities. The Massachusetts Recreation and Parks Association honored the Committee for its work in 2001.

We wish to thank the many outstanding Southborough citizens who served on the Recreation Facilities Committee, ad hoc, and who worked tirelessly over the years to fulfill the Committee’s charter. We would also like to thank the many town boards and committees with whom we have had the pleasure to work with on a variety of different projects. Finally, we express our gratitude to the Southborough taxpayer for funding the many fine facilities completed over the years. We hope that Southborough residents are pleased with the wide variety of first-class recreation facilities that are now available to such a large cross-section of townspeople.

The Harold E. Fay Memorial Field

Opposite Fayville Village Hall, the field was originally the location of the Lorenzo C. Newton House. In 1923 the town purchased the then vacant lot. In 1951 the park was named for Harold E. Fay, the first Southborough serviceman killed in World War II, who lived on nearby Cherry St.

Recycling Committee

The Southborough Recycling Committee continues to develop a plan for implementation of a Pay-As-You Throw (PAYT) system at the town's Transfer Station. PAYT is a system whereby the costs of waste disposal is directly associated with waste source. PAYT is not only an incentive for recycling, but is also an equitable approach for raising revenue to offset the town's trash disposal cost. It is currently used in 107 communities in the Commonwealth and over 6,000 communities nationwide.

During the past year, we have drafted the major aspects for a PAYT implementation process into a plan that has been circulated for comment within various town committees. Using this draft, we have also met with members of other town boards. A significant aspect of the plan is the projected cost for the fees which would be charged both for the annual sticker and individual bags. It is our intent, as noted in our draft plan, to significantly reduce the cost of the annual sticker, thereby, shifting the revenue source to the cost of the disposal bags. Because Southborough is about to enter into a new long-term contract for solid waste disposal and the specifics of the contract will not be available until later this year, the assignment of fees and costs, as described by the draft plan, are only estimates based on our current operating costs. The Recycling Committee has decided to wait for the specifics of the new contract, so the fees and costs in the implementation plan will represent a stable and long term cost structure. As a result, we are postponing our intended town meeting warrant article proposing the implementation of PAYT until the 2006 Annual Town Meeting.

This year we have decided to move forward with warrant articles imposing fines for improper disposal of waste in Southborough. This issue has surfaced a number of times in our study of the Transfer Station. The need for these fines is independent of the implementation of PAYT and should help in the management of an orderly operation of the Transfer Station, the general appearance of the town, and help to support our efforts to improve recycling rates.

It should be noted that the review of data on the transfer station operation over the past five years has shown a curious trend. If the data are viewed on a per capita base, thus factoring out the impact of population growth, the pounds per person per year of recycled material has nearly doubled over the past five years. That is a significant increase and should be applauded. The curious aspect is the pounds per person per year of non-recycled material has simultaneously increased, so the result is an increase in the total pounds per person per year of disposed material. The increase is not insignificant—over the past five years the per capita weight of the material disposed of at the Transfer Station has increased twenty-two percent. We do not propose any conclusions, but as you can see, data on trash produces unexpected results and can be messy.



Southborough Cultural Arts Council

The Southborough Cultural Arts Council oversees the activities and operations of the Arts Center at Southborough and serves as the local arm of the Massachusetts Cultural Council.

The Council meets the first Monday of each month at 7:15 p.m. at the Arts Center on Highland Street. Meetings are open to any members of the community who wish to attend.

As representatives of the Massachusetts Cultural Council, a state agency funded by the Massachusetts Legislature and the National Endowment for the Arts, the Council awards grants annually to individuals and groups involved in the arts, humanities, and interpretive sciences. Council members meet in November to discuss applications and allocate funds. This year Southborough Cultural Arts Council awarded \$2,000 to enhance the artistic and cultural life of the community.

The center was closed from September 2003 until September 2004 for renovations. As with all renovations the project was extended beyond the original spring due date, however, the end result was that the center now is ADA-compliant and accessible to all. Thanks again to the timeless hours put in by volunteers and the students of Assabet Valley Regional High School's Outreach Program, several projects not originally included were completed.

The major fundraisers over the past year were a concert and fashion show. In the spring of 2004 the council featured a Livingston Taylor concert hosted at Assabet Valley Regional Vocational and Technical High School. The concert was a great success thanks to the generosity of the Assabet Staff and local business sponsors. It was an enjoyable night for all. The "Art of Dressing" Fashion Show with Potpourri Design was held at Indian Meadows in Westboro in October. The show was a huge success thanks to the volunteers who put their time and efforts into this fundraiser.

Our first opening at the Center was the Galloway Belted Cow Exhibit featuring cow-inspired art from over seventy-five participants. This show represented a unique collaboration between two important Southborough organizations: the Arts Council and Arts Center and the Belted Galloway Cow Fund. Profits of sales from art work were shared by the two groups and a great deal of enthusiasm was generated at the opening of this event—both for the newly renovated Arts Center and for the local Cow Fund.

The Vintage Clothing Exhibit followed the Cow Show, featuring clothing and textile design spanning eight decades. Residents from Southborough generously shared their personal historic collections and the Historical Society participated in this exhibit as well.

The Southborough Crafters Guild also held its first Holiday Fair in November featuring local crafters from the Southborough Area. In spite of our first November snow storm, the turnout was great and the Guild would like to plan this as an annual event.

During the summer months the Council also formed a search committee to fill the open position for the Director of the Arts Center. The committee received over 20 applications of many qualified applicants and after several cycles of interviewing hired Tina Johnson. Tina comes to us with several years of non-profit experience running a theater program in Florida and most recently as a director at a non-profit summer school in Maine. Tina took over the position in September with most of the fall spent on housekeeping and reorganizing the facility and class

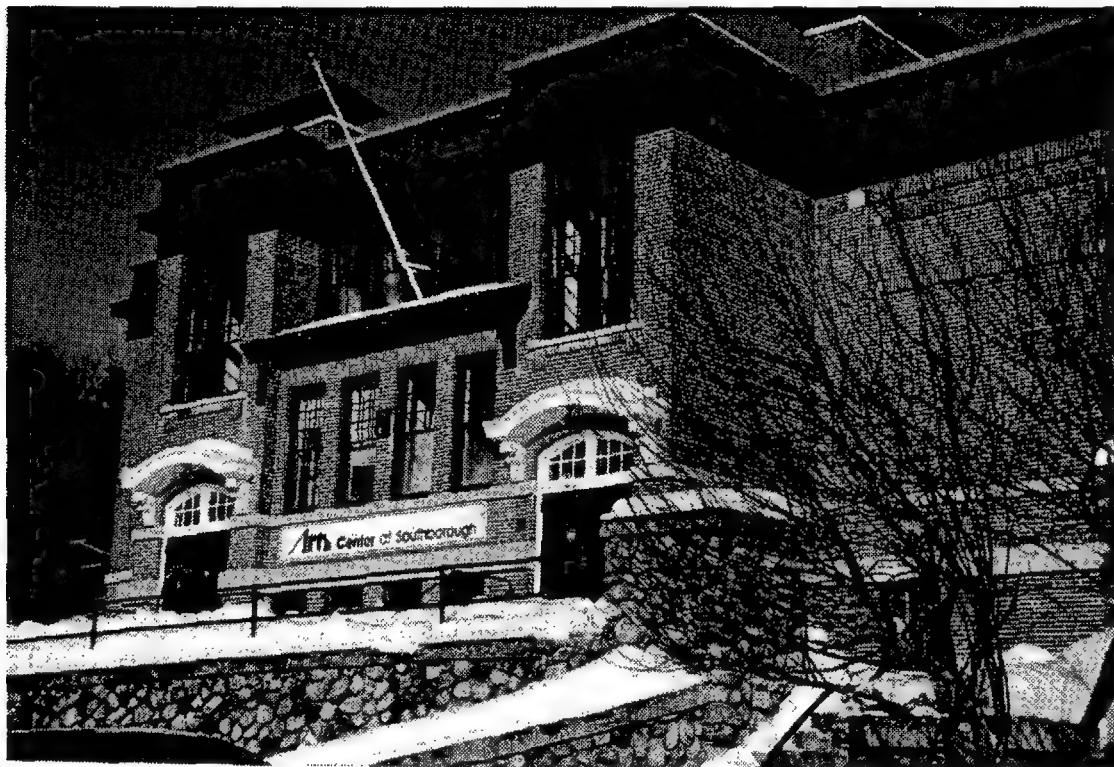
Southborough Cultural Arts Council (continued)

schedules. Tina brings with her years of experience in working with non-profits and community-based programs and the Council feels fortunate to have her on board.

The Arts Center at Southborough exists because of the generosity of our members, business sponsors, and the many volunteers who dedicate their time at the Center and on our fundraising events.

None of our activities would be possible without the tireless work of the volunteer Arts Council. The Council Members, Friends, and volunteers in 2004 included Kate Alben, Sandra Ekberg, Denise Welch, Susan and Bob Gaines, Kay Hendrick, Lynne McKay, Deb Dufault, Jane Smith, Cheryl Griffiths, Marty Henderson, Cheryl Bardetti, MaryEllen Latino, Tessa Stephens, Catherine Weber, Suzanne Cooper, Mary Walter, Deborah Costine, Pam Kemper, Leslie Kulig, Susan Conte, Denise Howard, and Betty Troy.

Finally, we thank Lisa Vernooy for volunteering her time over the last year to cover as interim Director. A final thank you to Tina Johnson for her patience, enthusiasm, and vision to make the Arts Center a facility that will continue to enhance the arts in our community.



Southborough Housing Authority

The Southborough Housing Authority (SHA) is a public housing agency which provides housing for low-income elderly, handicapped, and families. It is regulated by the Commonwealth of Massachusetts through the Department of Housing and Community Development (DHCD) and must adhere to DHCD's regulations and funding requirements. While the Authority is self-sufficient, subsidy is required from the DHCD for capital improvements. Strict control of operating costs, within our approved budget, must be maintained while providing the best quality housing possible for our residents. Given the fiscal crisis of the Commonwealth, DHCD has been forced to maintain a level funding for Total NonUtility Costs at local housing authorities (LHAs) during FY03, FY04, and FY05. Therefore, the Housing Authority has been forced to operate with a 0 percent bottom-line increase, although many of their additional costs have increased significantly.

A five-member board of commissioners is responsible for determining policy, planning programs, and setting operational goals. Four members are elected, and one is appointed by the Governor of Massachusetts. Current board members are Charles Brewer, Robert Jachowicz, Susan Chory, and Tory Gunsolley. The state appointee position is currently vacant. The board meets on the third Wednesday of each month at 7:30 p.m. in the Colonial Gardens Community Building at 49 Boston Road.

The Authority owns and operates 56 elderly/handicapped housing units and two family units within Southborough. Present net income limits for determining admission to state aided public housing range from \$46,300 for one person to \$87,350 for eight people. SHA also owns eight special needs low-income housing units. This special needs facility was developed and constructed in cooperation with the state Department of Mental Health. The program continues to be successfully managed by the Bridge of Central Massachusetts, Inc.

In February 1999, the Southborough Housing Authority was awarded a grant from the DHCD for paving at Colonial Gardens. This project, which was on hold for several years, commenced in October 2004 and will be completed in the spring of 2005. In addition to the replacement of existing asphalt pavement, curbing and sidewalks, eighteen parking spaces have been added.

Lynne Moreno is the Executive Director of the Southborough Housing Authority. As Director, she oversees the ongoing operations, which include office administration, property maintenance, and the oversight of development and capital improvement projects. Joseph LaJeunesse continues to maintain the Authority's properties as the fulltime maintenance employee.

Lynne can be reached at (508) 481-2166 to answer questions and provide information on public housing and eligibility requirements. The Southborough Housing Authority office is located at 49 Boston Road and is open weekdays between the hours of 8:30 a.m. to 12:00 p.m.

The Southborough Housing Authority wishes to thank all Southborough boards, department heads and their employees for their help and cooperation throughout the past year.

Southborough Housing Opportunity Partnership Committee (SHOPC)

Southborough has historically been a town that offered a wide range of housing choices for people of varying incomes. This has made the town a good place to live and bring up children. The people of Southborough have said repeatedly that they want this town to be a place where their adult children and their retired parents can afford to live. They have also said that the town values its employees and wants them to be able to find housing they can afford in the town they serve.

In 1987 the Southborough Housing Opportunity Partnership Committee (SHOPC) was appointed by the Selectmen to promote affordable housing in Southborough. At the 2004 Annual Town Meeting SHOPC was approved as a Bylaw Committee consisting of five at-large voting members appointed by the Selectmen plus advisory members from the Planning Board, Board of Selectmen, and Housing Authority. The goal of the committee is "...to study, promote, and act as facilitators to create affordable housing in the Town of Southborough."

As a step toward increasing the number of affordable units in Southborough, SHOPC reviewed and held discussions on proposed changes to two zoning by-laws. Amendments to the Major Residential Development Bylaw were approved at the 2004 Town Meeting, strengthening the affordable housing requirements already in the bylaw. An article to amend the Multi-family Housing for the Elderly ("Over-55") Bylaw was withdrawn to permit further study to ensure a strong affordable component before considering any increase in the current building cap for "Over-55" housing.

Also at Town Meeting, the town acquired a half-acre lot at 26 Gilmore Road. SHOPC has expressed interest in using this parcel for affordable housing. The Selectmen have requested a percolation test to determine suitability for development.

A major effort this year was the development of the *Affordable Housing Strategic Plan* for the Town. This involved conducting a needs assessment, setting affordable housing goals, and determining an implementation strategy. After review by the Selectmen, this plan has been submitted to the State DHCD for approval in compliance with the State's Planned Production Regulation (760 CMR 31.07). It will serve as a roadmap for the Town of Southborough's goal of providing affordable housing for all and help the town respond to its affordable housing needs in a proactive, creative manner.

One of SHOPC's roles is to review 40B Comprehensive Permit applications on behalf of the town. Under MGL Chapter 40B, developers may be exempt from local zoning bylaws in towns with less than ten percent affordable housing; in return, they must set aside at least 25 percent of the planned units for affordable housing. This year, the Town of Southborough approved its first such 40B development. The final plan for the Meeting House Farm 40B development on Middle Road, approved by the ZBA, calls for eight affordable units. SHOPC also conducted hearings on a proposed 40B development on Breakneck Hill Rd. which the developer later withdrew. From the Fairfield Green 40B development in Marlborough (with access via Southborough), the State DHCD agreed to award the Town of Southborough credit for 30 affordable units. Our current total of certified affordable units is 100. To achieve the ten percent goal the town must have 298 certified units. When the eight Meeting House Farm units are certified, our new total will be 108, or 3.61 percent.

Southborough Housing Opportunity Partnership Committee (continued)

SHOPC has recently applied for a \$48,640 grant from the state Department of Housing and Community Development (DHCD) Priority Development Fund for use in planning assistance. The funds are targeted to engage a state-approved housing/planning consultant who will assist SHOPC in crafting zoning bylaw language to meet the goals set in our *Affordable Housing Strategic Plan*.

Betty Meyer is our representative on the Community Preservation Committee (CPC). SHOPC helped in drafting the Community Housing Goals component of the CPC Plan. We are examining ways in which the town can best use the monies set aside for affordable housing, both from payments by developers in lieu of building affordable units and from the Community Preservation Act.

SHOPC's meetings are always open to the public. We invite you to come and share your ideas on making Southborough a better place to live. The *Affordable Housing Strategic Plan* is available for review on the town website: www.southboroughma.com.

SHOPC members: Lydia D'Andrea, Ed Estella, Cathy Gerson, Betty Meyer, and Rob Titus, Chairman. Advisors: Susan Chorey, Southborough Housing Authority; Charles Gaffney, Planning Board; and Bonnie Phaneuf, Board of Selectmen.

Southborough Library

The Board of Trustees of the Southborough Library submits the following report for the year 2004.

Materials Holdings

Volumes in adult library:	43,358
Volumes in children's library:	<u>26,308</u>
Total Volumes:	69,666

Interlibrary Loans

Materials Loaned:	5,498
Materials Borrowed:	<u>6,165</u>
	11,663

Materials Circulated

Adult:	46,080
Children:	<u>54,922</u>
Total:	101,002

Library Use

Non Resident library circulation:	17,002
Registered library users:	5,274
Museum Pass circulation:	2,952

The first half of the 2004 calendar year was focused on the library and its budget. The Town of Southborough, like many others in Massachusetts, faced a fiscal crisis caused by a continuing economic downturn, which resulted in fewer revenues to accommodate the spiraling costs. The financial problems extended across the entire town budget and much work by the library director and the staff ensured that the town's dependence on the library and the library's needs were clearly stated and well understood. Of ultimate concern was the loss of state certification, which can be jeopardized by inadequate funding, based on a statewide formula. At the conclusion of the town meeting, library funds sufficient to meet the program's needs were appropriated and a warning was sounded that the FY06 budget process and concerns would not be significantly different.

The Trustees identified a need for a vibrant public relations program, which included continued recruitment throughout the town and beyond. A flyer outlining the benefits of library certification was developed by the staff to inform the public. Staff members reached out to the community through the senior center, the elementary schools and the Friends of the Library in order to raise the level of consciousness as well as to engender support and loyalty. The library director, Clare Curran-Ball, and the library staff also continued to demonstrate a high level of service and support for the library patrons, which is obviously, the best form of public relations for the Southborough Public Library.

The Trustees approved the revisions of two policies which were in need of updating. The first was the *Policy for Public Use of the Internet*. The original policy had been in place for a number of years, and since that time, new regulations, laws, and best practices had been forthcoming. The Standards for Computer Use sponsored by the NCIPPA served as a resource for the revision. Patrons will still be required to sign a statement saying that they are aware of the library's policies for the use of the Internet. The *Meeting Room Use Policy* was also reviewed in 2004, as a result of a request from a citizen to use the room while his business was getting off the ground. This use was not permissible under the existing policy. Upon review, the Trustees reaffirmed the current policy.

The library staff continued to maintain lines of communications with the school departments of both Northborough and Southborough. The librarians from the school system meet with the public library staff monthly to discuss curriculum/instructional support and school themes and ensure that the children have a variety of opportunities for learning.

Southborough Library (continued)

Children's programming remains a primary focus of the library. Under the capable direction of Children's Librarian, Kim Ivers, the summer program hosted over four hundred children and more than 3,000 books were read. In addition, the library staff conducted many more celebrations and programs throughout the year designed to make the library a center of children's lives

Charlotte Fantony Milani introduced her book, *When the School Bell Rings*, a brief history of the one room schoolhouse in Fayville, at the library.

The Friends of the Library supported the library in many ways, not the least of which was the installation of new carpeting in the children's section of the building. The continuous support of the Friends enables the library staff to provide computers for patrons, museum passes for families and programs for children. In addition, their support in conducting the day-to-day activities of the library is tremendous. The Trustees express their appreciation for their hard work.

The Trustees also thank those who have donated to the library in memory of a friend or relative or simply because they think a strongly supported library affects the quality of life in Southborough.

The year 2004 was the first full calendar year under the leadership of Clare Curran-Ball. Patronage continues to grow; finances are managed well; the library's public image is excellent; outreach programs have been successful; and the library continues to make a difference.





The Southborough Library

Eventually, the first town library in the back of the Town House became too cramped for such an important institution. Much of the small collection had survived the 1869 fire that destroyed the building, thanks to the work of the first librarian Heman Este (he lived next door) and townspeople who restored and rebound many of damaged books.

By 1904, Francis Fay, the great benefactor whose donations and then endowment had done so much in 1852 to create the library which was then named after him, knew that a separate building was needed.

The Burnett family gave land to town which itself appropriated \$35,000. Designed by Alfred Cookman Cass and built by J.E. Warren of Marlboro, the same company that was working on the Fayville Village Hall, the building is described as "hybrid Georgian and Classical Revival" style with limestone trim, wide granite steps, and Ionic unfluted half columns.

Many of the furnishings—the clock, rugs and statues were gifts from Fay and the Burnetts. The busts of Longfellow and Lowell were from Waldo B. Fay, headmaster of Fay School. The local Grange gave the paintings of Lincoln and Washington, and (later) the Southborough Women's Club the portrait of Martha Washington.

In 1980, a small addition for more shelving and storage was added with monies from the will of Evelyn Roche. The private funding also paid some \$50,000 for architectural plans for a possible future addition. Seven years later the Town Meeting approved a \$1.3 million addition (with a \$250,000 state grant) to the rear of the 1912 building on land partially donated by St. Mark's School, more than doubling its size.

Southborough Youth and Family Services

Southborough Youth and Family Services is a human service resource for the community which focuses on the prevention and treatment of youth and family problems. We offer preventive programs, counseling, information, and education.

COUNSELING: The counseling component of Youth and Family Services is available to any resident of Southborough, free of charge. We are staffed by licensed mental health professionals offering individual, couples, family and group counseling. In 2004, 112 people received counseling services from us.

PREVENTION PROGRAMS: The goal of the prevention programs is to help participants increase their sense of self-esteem, develop social, communication, and decision-making skills, increase their sense of responsibility for their own lives as well as to their community, learn relevant information and skills, and learn constructive use of leisure time. This in turn enables people to be more effective in their lives, and helps to prevent serious emotional, behavioral and other life problems from developing. This year's programs included:

1. **In-school groups:** This year, a number of activity and discussion groups were offered at Neary School, serving 18 children in grades 3-5. In these groups, students addressed issues of self-esteem, friendship, relationships with parents, and other age-appropriate concerns. In addition, one of our staff people ran a drop-in lunch group at Trottier Middle School, attended by eight students.

2. **Community Action Programs:** We continue to offer these programs in conjunction with the Northborough Office of Family and Youth Services and Algonquin Regional High School. Algonquin students earn credits for being trained and then working with youths who have special needs, younger children in a variety of after school and evening programs, and senior citizens. Southborough Youth and Family Services again took primary responsibility for the New England Center for Children program, training Algonquin students to work with adolescents with special needs; Project Friend, which matches high school students with younger students in a "Big Brother/Big Sister"-type program; and for programs placing Algonquin students to help at the Southborough Extended Day Program. We also started a new "Teen Mentor" program, pairing high school students with middle school students in a mentoring relationship. A total of 35 high school students participated in these four programs this year, working with 40 "little friends" or special needs students, as well as numerous elementary children in Extended Day. Approximately 150 Algonquin students participate in all the Community Action Programs each school year.

3. **Summer Activities Program:** This program serves children in grades 5 through 8, and offers participants the chance to participate in fun and wholesome activities, at the same time as learning important lessons about decision-making, responsibility, and interpersonal relationships. Forty-seven children participated this summer, many for more than one session.

4. **Student Mentors Program:** We continued the Student Mentors Program at Algonquin High School again this year. Participants were students interested in providing community service, specifically by staffing the Teen Centers that we run. The Mentors were trained to work with younger teens at the Teen Center, learning about communication skills and limit setting, and then going on to help plan for, organize, and staff the Teen Centers. Ninety-four students participated this year.

5. **Teen Centers:** Youth and Family Services continued to run the Teen Center this year, Friday night activities for middle school students in Southborough, held several times in the course of the school year. The Teen Centers continue to be very popular, and approximately 330 students attended at least one, many attending most or all of them.

Southborough Youth and Family Services (continued)

EDUCATION: This year, due to budget cuts, we were unable to offer the educational presentations we have in the past.

TRAUMA RESPONSE NETWORK: This year we continued to spearhead the training and development of a trauma response network to respond to traumatic incidents in our schools or community. About 40 school and community-based personnel have been actively involved and are prepared to respond if needed, to help students or members of the community who are adversely affected by tragic or traumatic incidents which may occur. This year the network provided support around several incidents occurring in the community, working with about 22 people.

HALLOWEEN PARTY: This year we hosted our nineteenth annual Halloween Party, attended by approximately 300 children and adults. About 29 students volunteered and helped to set up and run the party. Thank you to these kids and to all the other volunteers who helped!

CAMPERSHIPS: This year Youth and Family Services again coordinated and distributed camperships to children who would not otherwise have been able to attend summer camp. Through Friends of the Southborough Youth Commission, we were able to provide camperships to several camps from donations of funds from individuals, as well as donations of camperships from the Fay School Summer Camp, MetroWest YMCA, Teamworks, the YMCA of Greater Boston, Kidsborough, Southborough Extended Day Program, and the West End House Camp. Thank you to these camps and to all the private citizens who donated. Thirty seven children benefited from these camperships.

HOLIDAY GIVING PROGRAM: For the eleventh year Youth and Family Services, in cooperation with the schools, acted as a clearinghouse for holiday donations, identifying and distributing to Southborough families in need. This year more groups, companies and individuals continued to come forward with generous donations. The list is now too long to acknowledge everyone in this report, but you all know who you are. Thank you so much! Forty members of nine families received Thanksgiving assistance, and 115 members of thirty-one families had a brighter Christmas or Hanukkah because of your generosity.

SMILING KIDS PROGRAM: This year our office again cooperated with another community service program, "Smiling Kids," which was run by a local couple and was funded entirely through their hard work and generosity. This program helps parents in difficult financial situations to provide birthday gifts or high school graduation presents to their children. This year, 48 Southborough children benefited

CONSULTATION, INFORMATION AND REFERRAL: Our staff continued to work closely with schools, police, courts, clergy and other community agencies this year. We continue also to be available to provide information and referrals to other health, mental health, and service providers.

The staff wants to thank the Board for its hard work and support, the Friends of the Southborough Youth Commission, and all the people who have generously supported our programs with your time, energy, financial assistance, or moral support!

The Youth Commission meets at Fayville Village Hall, usually on the first Tuesday of each month at 7:15 PM. All meetings are posted at the Southborough Town House. For information on our programs or to volunteer to be involved, please call us at 481-5676.

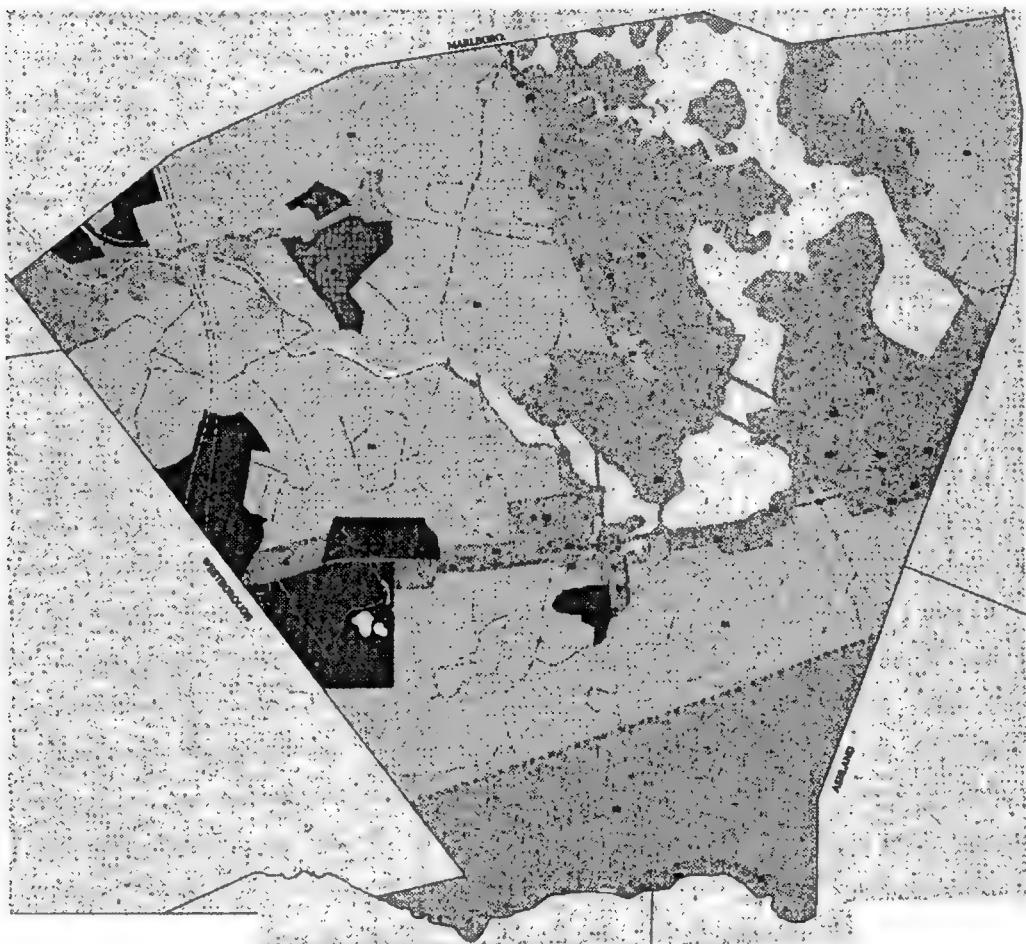
Veterans' Services

H erewith is submitted the Annual Report for the year ending December 31, 2004. Monies spent under Chapter 115 were \$9,780.41, and of this amount seventy-five percent is reimbursed from the state.

I would like to thank all the personnel in the Town House, who have been of assistance to me during the year. I would like to add, I feel very honored to be in a position to help veterans and their families.



PLANNING



Community Preservation Committee

The Community Preservation Act (CPA) is enabling legislation designed to help communities plan ahead for sustainable growth and raise funds to achieve their goals. The funds can be used for:

- Acquisition, preservation and protection of open space
- Creation and enhancement of community housing
- Restoration and protection of historical buildings and landscapes
- Acquisition, creation and preservation of land for recreational use.

Communities that pass the CPA receive state matching funds from existing surcharges on all real estate transactions at the Registry of Deeds and Land Court. Currently for every dollar raised by Southborough's surcharge, the state is matching it 100 percent.

After voting to approve the CPA at the May 12, 2003 Town Election, we had to wait until the 2004 Town Meeting to set up the Community Preservation Committee (CPC). Pursuant to these votes and the terms of the Act, in June 2004 the Selectmen appointed the first members of the Community Preservation Committee: Robert Koziel of the Historical Commission, Frederica Gillespie of the Open Space Preservation Commission, Katherine Whitehouse of the Recreation Commission (now resigned and replaced by Nicki Mauro), Elizabeth Meyer of the Southborough Housing Opportunity Partnership Committee, Richard Upjohn of the Conservation Commission, Dana Cunningham of the Planning Board, Tory Gunsolley of the Southborough Housing Authority, and Thomas Carroll and David Morgan, at large.

The first meeting of the newly formed Committee was in mid-September. Under the leadership of Frederica Gillespie, chairman, and Elizabeth Meyer, secretary, we have been working to adopt the forms under which applications for CPA funds will be submitted to the Committee, the criteria to be used to judge the applications, and the principles on which these criteria will be based.

After a public hearing scheduled for February, we plan to start reviewing applications with the goal of having one or more projects ready for the April 2005 Town Meeting. Funds from the CPA can only be spent after projects are approved at town meeting. The only way for a project to get to town meeting is upon recommendation of the CPC after we have thoroughly reviewed projects.

As of January 6, 2005, the Community Preservation Fund had a balance of \$454,142.30.

Metropolitan Area Planning Council

The Metropolitan Area Planning Council (MAPC) is the regional planning and economic development district representing 101 cities and towns in metropolitan Boston. In addition, the Council shares oversight responsibility for the region's federally funded transportation program as one of 14 members of the Boston Metropolitan Planning Organization. The Council's legislative mandate is to provide technical and professional resources to improve the physical, social and economic condition of its district, and to develop sound responses to issues of regional significance. The Council provides research, studies, publications, facilitation, and technical assistance in the areas of land use and the environment, housing, transportation, water resources management, economic development, demographic and socioeconomic data, legislative policy, and interlocal partnerships that strengthen the operation of local governments.

The Council is governed by 101 municipal government representatives, 21 gubernatorial appointees, and ten state and three city of Boston officials. An Executive Committee composed of 25 members oversees agency operations and appoints an executive director. The agency employs approximately 30 professional and administrative staff. Funding for Council activities is derived from contracts with government agencies and private entities, foundation grants, and a per-capita assessment charged to municipalities within the district.

In the past year, the Council has focused on initiatives that respond to regional challenges, some of which include:

- **Municipal planning:** Working with more than 25 communities under the Executive Order 418 program. EO 418 provides communities with up to \$30,000 in state funding to undertake overall visioning on local planning issues, including housing, economic development, natural resources, and transportation.
- **Bringing advanced technology to cities and towns in the region:** A contract with Pictometry International will provide aerial photographic images that municipal departments, including police and fire, can utilize to improve service delivery.
- **Adoption of smart growth principles:** MAPC developed and adopted principles of good planning practice that will encourage sustainable patterns of growth to benefit people living throughout the metro Boston region. MAPC is also a founding member of the Massachusetts Smart Growth Alliance.
- **Metro Data Center:** The Center is an official U.S. Census affiliate, helping to distribute demographic data throughout the region, including demographic, economic, and housing profiles for all 101 communities in metro Boston.
- **Transportation planning:** As vice chair of the Boston Metropolitan Planning Organization, MAPC worked to develop the 25-year Regional Transportation Plan as well as the annual Transportation Improvement Program, including transportation spending priorities for the region. We also spearheaded development of transportation spending criteria, taking into account environmental, economic, and equity considerations.
- **Metropolitan Highway System Advisory Board:** MAPC staffs this board, established in 1997 by the Commonwealth to advise the Massachusetts Turnpike Authority on issues relative to land use, air rights, zoning, and environmental impacts associated with development of land owned by the authority.

Metropolitan Area Planning Council (continued)

- **Regional Services Consortiums:** The four regional consortiums established by MAPC collectively purchased \$18 million in office supplies and highway maintenance services for its 31 member municipalities. The project also facilitates collegial forums among members' chief administrative officers focused on collaborative problem solving and resource sharing. MAPC recently became the purchasing and administrative agent for the Greater Boston Police Council, which assists over 300 units of local government in the purchase of police vehicles and other public safety supplies.
- **Metro Mayors Coalition:** Working with the mayors and city managers of 10 municipalities in the urban core on issues such as group purchasing, employee health insurance, security and emergency coordination, and municipal relief legislation.
- **Homeland security:** Addressing homeland security issues by facilitating cross-municipal partnerships between police, fire, and emergency management departments to acquire and share equipment, and more generally to plan for emergencies involving multiple municipalities; fiduciary agent for state/ federal grant funding through the Massachusetts Executive Office of Public Safety.
- **Hazard mitigation:** Initiating a federally-funded partnership to produce a hazard mitigation plan to protect nine coastal communities in the event of natural disasters, including flood, winter storm, wind, fire, and geologic hazards.

Please visit our website, www.mapc.org, for more details about these and other activities.

Metrofuture: Making A Greater Boston Region

MAPC has launched a new civic process, called MetroFuture, to create an updated regional vision and growth strategy for metropolitan Boston. MetroFuture engages city and town governments, state agencies, non-profits, business, labor and academic groups in this planning process. The outcome will be a vision and growth strategy that puts the region on a sustainable path in terms of land use, economic, environmental and social issues. MAPC will need the support of a broad range of organizations in the region to help plan, fund and implement this new framework for addressing the challenges facing metropolitan Boston.

The effort to create this new strategy was launched on October 29, 2003, at a Boston College Citizens Seminar. More than 400 citizens from a wide range of local and regional groups attended the event, and expressed their opinions on the region's resources and challenges as well as their own visions for the future. This input will be critical as we move to the next phase of this exciting multi-year project. Please visit the project web site, www.metrofuture.org, for more information.

The Town of Southborough is also a member of the Metro West Growth Management Committee. That committee's report is next.

MetroWest Growth Management Committee

MetroWest Growth Management Committee (MWGMC), which celebrates its 20th anniversary in January, includes leaders from Ashland, Framingham, Holliston, Marlborough, Natick, Southborough, Sudbury, Wayland, and Weston. Local leaders face significant challenges. MWGMC helps local leaders meet growth management challenges by facilitating inter-local collaborative planning and problem solving to enhance the quality of life and economic competitiveness of the MetroWest region. In addition, MWGMC is the oldest subregion of the Metropolitan Area Planning Council (MAPC). Created by an act of the Legislature in 1963, MAPC serves as a forum for state and local officials to address issues of regional importance.

Growth management requires elected officials to balance new development, protect the environment, and provide funding for municipal services – all while maintaining a community's unique quality of life. The Committee serves as a think tank and advocate for locally initiated regional solutions to policy and planning challenges shared by MetroWest communities. We regularly bring together elected officials and planning staff from neighboring communities to address regional growth management issues. Some of the topics addressed at our monthly meeting this past year included:

- FY04 Strategic Plan for MWGMC;
- Pay as you throw (PAYT) pricing of solid waste services—MetroWest experience and available state assistance;
- MetroFuture presentation to update members on Metropolitan Area Planning Council's (MAPC) recent initiative to update MetroPlan, the agency's 1990 regional roadmap. This large-scale participatory initiative will develop a vision for the Metro Boston region's future;
- Evaluation of the recently enacted 40R Smart Growth legislation;
- Presentation by EOEA on the Commonwealth Capital Plan and how it can assist MWGMC member communities in its efforts to obtain grants;
- Presentation by MAPC on the Suburban Mobility Grant Program.

One selectman/mayor or city council member and one planning board member represent each member community. Funding for the MWGMC comes from member assessments, grants, and contracts. MWGMC maintains an office in Natick and employs a staff of two to deliver core services to member communities. Southborough's representatives to the committee are Selectman William Christensen and Planning Board Member Charles Gaffney. Southborough's assessment for FY04 is \$3,470.

Our ties with the MetroWest legislative delegation are strong. Our **Legislative Activities** in FY04 included our Legislative Caucus, which was attended by ten members from the Massachusetts Senate and House. This annual event provides MetroWest local officials with a forum to exchange ideas directly with state legislators, and has proven to be a valuable event for both state and local officials.

Through the Committee's **Regional Impact Review** program, we review proposed developments to assess regional impacts and to influence local and state permitting of development. During FY04, Southborough participated on the regional impact review committee for the following projects: Natick Promenade and the Natick Mall Expansion, MetroWest Place located in both Southborough and Framingham, and Lowe's in Framingham. We also organize a

MetroWest Growth Management Committee (continued)

very popular monthly **Planners' Roundtable** for local planners and planning board members. The Roundtable provides staff and officials with technical information and training on planning and growth issues. Similar to the community exchange portion of the Monthly Leadership Forum, Roundtables also provide planners with the opportunity to share expertise, experience, and questions with their colleagues. Southborough's planner, Vera Koliias, is a regular Roundtable participant.

MWGMC also provides **Technical Assistance and Information Services** to our members. The Committee applied for a Smart Growth Technical Assistance Grant on behalf of Framingham and Southborough to develop Low Impact Development Bylaws. In addition to the information briefings that are the focus of Monthly Leadership Forums, our services include maintaining the only regional database that tracks current development. We also maintain extensive files documenting the history of significant development through the MetroWest area.

The **MetroWest Transportation Taskforce** focuses specifically on analyzing and advocating for MWGMC communities on transportation matters. Chaired by former state legislator John Stasik, the Transportation Task Force advocates for improved transportation services to the region, and strategizes to influence transportation planning and decision-making done by the Boston MPO.

Municipal Facilities Committee

The Municipal Facilities Committee underwent some changes in the remainder of 2004. Both its membership and its project focus changed to reflect the outcome of the 2004 Annual Town Meeting. Following the approval of both the purchase of 9 Cordaville Road (formerly the Chapel of the Cross) and the approval of \$40,000 in funding for a municipal facilities plan, the Board of Selectmen amended the membership of this ad hoc committee to include additional members of the public with specific knowledge in the engineering and construction fields. Three new members were added to the committee (Matthew Hurley, Louis Bartolini, and Robert Bezokas), in addition to two members of the public already on the previous committee (Brian Shea and Sam Theodoss). The Facilities Manager, Town Administrator, and Town Planner remain as staff to the committee. This committee make-up has provided for a broader perspective in planning town facilities.

Building upon the Needs Assessment developed by the committee, the town issued a Request for Proposals for a qualified professional planning consultant to prepare a Comprehensive Fifteen-year Municipal Facilities Plan. As part of the final plan, facility requirements will be evaluated as part of an overall system of facilities, with the most appropriate combinations for re-use and new construction. A comprehensive range of solutions will be prepared that examines the needs, the facilities, and the re-use economies and opportunities. Necessary new construction will be analyzed and proposed. Cost estimates, community impacts, and logistical considerations will be part of this analysis. Solutions will be proposed that give the town the most value for its investment.

In October, following the formal Request for Proposals (RFP) and evaluation and interview process, the committee met to discuss and evaluate the consultants and unanimously determined that The Cecil Group exceeded the evaluation criteria. Their experience with facilities planning and articulate presentation skills, combined with their appreciation for the unique characteristics of Southborough and understanding of the town's expectations of this plan, showed that they were a good fit for the town. The Board of Selectmen voted unanimously to award the contract to the Cecil Group in the amount of \$39,970.

As of the writing of this report, the Municipal Facilities Committee has met with the Cecil Group to establish the goals of the project and a work plan, and the consultants met with each department head to gain a comprehensive understanding of the space needs, functional requirements, and desired proximity relationships for each facility.

Open Space Preservation Commission



Chestnut Hill Farm

The Open Space Preservation Commission (OSPC) is charged with facilitating the preservation of open space in Southborough. Natural space helps to preserve Southborough's rural feel and historic charm while also providing habitat for wildlife. Hiking and walking trails give us physical benefits while allowing us to enjoy the outdoors.

We continued our tradition and again co-sponsored a spring and fall hike with the Recreation Commission. Our goal is to increase Southborough residents' awareness of the protected lands that exist and their environmental value. Last spring we hosted a walk through the Town Forest on a rainy misty day. We walked through the 40-plus acre wooded parcel and into Sudbury Valley Trustees' (SVT) 18-acre Turenne Bird Sanctuary. Obvious signs of deer and other animals were evident.

This past fall over 70 people attended our hugely successful hike around the 88-acre town-owned Breakneck Hill Conservation Land. Peter Alden, a renowned naturalist, author, and specialist on invasive plants, lead the walk and discussed the environmental dangers of invasive plants such as oriental bittersweet and multi-floral rose. Many people took down their bittersweet harvest wreaths after the hike!

The OSPC co-sponsored with the Sudbury River Watershed Organization a successful first annual "Riverfest." The event took place in June along the Sudbury River on Bridge and Wood Streets in Southborough. The day included fishing, canoeing, fairy house building, and a scavenger hunt. A fun day was had by all!

Open Space Preservation Commission (continued)

The OSPC worked with other town commissions, boards, and private developers to improve the open space component of proposed development projects. Thoughtful open space planning is imperative as available developable land decreases. Creative conservation options including green spaces, buffers, and linking of other protected areas are vital in preserving our town character.

Many exciting environmental related projects in Southborough are underway and planned for the future and the OSPC is proud to be an active participant. The Community Preservation Committee (CPC) has been working diligently to establish the guidelines so that the Community Preservation Act (CPA) can be utilized. The planning for the restoration of the Breakneck Hill Conservation land is newly underway with a large grant from the U.S. Department of Agriculture. The Town, SVT, and the OSPC are working together with the Beals family to protect their Chestnut Hill property from development.

We want to thank former OSPC member William McCarthy for his hard work on the commission and wish him the best in his new town of Hopkinton. The OSPC meets monthly; all meetings are open to the public and posted at the Town Hall. We encourage anyone interested in the preservation and protection of open space to please attend a meeting!



Planning Board

The reality of Southborough being a quality community keeps builders and developers searching for land in town. As in the past, 2004 was no exception, and the Planning Board reviewed and analyzed many different projects, both in type and scope.

The Planning Board met 22 times in 2004 and dealt with a wide variety of issues. The Board reviewed and endorsed 12 "Approval Not Required" plans creating an additional eight building lots.

Several projects were heard at the Planning Board in 2004, including a subdivision and several site plans.

Subdivisions

- The Board reviewed and approved its first subdivision in two years, Edgewood Estates, with six new house lots, and over one acre of open space, off Edgewood Road.

Site Plan Review

- The Board completed its review and approved a facilities expansion project at the NSTAR facility on Cordaville Road.
- A site plan review of the former Ipanema Restaurant site on Southville Road near the MBTA Commuter Rail Station resulted in an approval with conditions of a two-story mixed retail/office building located on this critical redevelopment site in Southville.
- The Board reviewed and approved the site plan for the building at 15 Pleasant Street Connector (the "Genzyme" building) for a 49,000 SF addition and associated parking.
- The Board also reviewed and approved with conditions the site plan for the new Long Cadillac/Hummer dealership on the Route 9 site of Tri-State Freightliner.
- The Board began review of Ironhorse Tractors at 2 Woodland Road, but the application was withdrawn during the public hearing process.

The EMC Southborough/Westborough expansion plans for buildout on their property off Route 9 remain in the MEPA review phase. In 2003, the project filed a Draft Environmental Impact Report (DEIR) for a full project buildout of over two million square feet of office and research and development space over a fifteen-year period. After a review of the potential traffic impacts, options for changes to Route 9 have been developed for a final plan submittal. We expect that EMC will file a Final Environmental Impact Report shortly.

The Crossing at White's Corner has been completed, and the building is fully occupied. The new businesses that have located there are: Starbucks, Boiani's Italian Market, Quizno's Subs, Inaara MedSpa, Bodyscapes Fitness, Tomasso's Restaurant, Star Cleaners, and Coldstone Creamery.

The Planning Board also had several warrant articles proposed at Annual Town Meeting in 2004. These articles were:

- The Board proposed changing the zoning bylaw to disallow Use Variances. However, after much discussion and debate, the voters of Town Meeting did not support the bylaw change, and the article failed by a vote of 72 in favor and 39 in opposition, which did not constitute the necessary two-thirds (2/3) vote.

Planning Board (continued)

- The Board proposed several streets for acceptance, of which the following were accepted as public ways: Angelica Lane, Brookside Road, a portion of Ted Lane, and a portion of Banfill Lane.

Although not directly under its jurisdiction, the Board also participated in initial reviews of a proposed 40B (Comprehensive Permit) affordable housing project known as Meetinghouse Farms, located on Middle Road. This project totaled 29 condominium units, of which 8 will be affordable under the state definition under MGL Chapter 40B.

In 2004, the Planning Board welcomed a new member: Dana Cunningham, who was appointed to fill the remaining portion of a vacant term, and was then subsequently elected to the board for a full five-year term that expires in May 2009.

Zoning Board of Appeals

The Board of Appeals is a five member board (plus two alternates) that is established through state law (MGL 40A) to hear three types of appeals related to the town's zoning regulations. These are Appeals of Decisions of the Zoning Officer, Variances from the zoning regulations' requirements, and Special Permits when required by the zoning regulations. The board also hears applications for affordable housing projects under MGL 40B. The board's activities are administered by staff located on the second floor of the Town House. The board meets monthly and the scheduled hearing dates and deadlines for applications are available at that office. Hearing times and dates for specific cases can be found posted at Town House and also at the "Meeting Calendar" link on the town's website at www.southboroughtown.com.

The regular board members are appointed for five year terms and the alternates for one year. The current members' names can be found at the front of this report under "Appointments by the Board of Selectmen."

The most recent changes to the makeup of the board have been the resignations of James Falconi, who served on the board for nine years as both an alternate and regular member, and of William Keville, who served as an alternate for seven years.

The following is a summary of the cases heard by the board during the past year:

- 1/6/04 Fairfield Realty, LLC, 153-155 Northboro Road (70-4 & 5) – Comprehensive permit for MGL Chapter 40B; Section 21. Low or moderate income housing, applications for approval of proposed construction; hearing; appeal. Seeking approval of a proposed 306 unit residential development to be located in the City of Marlborough with its primary access located on property owned by Paula Dolan, Trustee at 153 and 155 Northboro Road in the Town of Southborough – *GRANTED 3/23/04*
- 1/13/04 Michael Gulbankian, 25 Mt. Vickery Road (28-24) – Special Permit from Article III Section 174-8.2-B-1 Uses by Special Permit. Special Permit for an accessory apartment. *GRANTED*
- 1/13/04 Edward Price, 1 Kennedy Lane (83-28) – Special Permit from Article III Section 174-8.2-B-12 Private garage or parking for more than three (3) vehicles and Variance from Article III Section 174-8.2-D-4. Special Permit to construct a detached two car garage bringing the total parking to 5 garage spaces and a Variance from the Maximum Height allowed. – *GRANTED WITH CONDITIONS 3/9/04*
- 1/13/04 Pashun Realty Trust, 0 Northboro Road (70-2) – Special permit from Article III, Section 174-8(C)(2) Schedule of Use Regulations (not more than one principal use) & Section 174-9(A) Special Permit Requirements. Special permit for multiple uses and multiple buildings – *GRANTED WITH CONDITIONS 3/4/04*
- 1/13/04 Pashun Realty Trust, 0 Northboro Road (70-2) – Variance from Article III, Section 174-8.6-E-3-(b) Developmental Standards, Minimum Setbacks. Variance from the rear setback requirement for proposed new buildings. – *GRANTED 3/4/04*

Zoning Board of Appeals (continued)

- 1/13/04 Mary Westland, 24 Fairview Drive (12-16) – Appealing the decision of the Zoning officer dated 11/12/03 regarding the issuance of a building permit for hangar renovations at 24 Fairview Drive, citing Article III Table of Use Regulations, sections 174-6 Applicability, 174-8 Schedule of Use Regulations, 174-8.2 RA Residence A District and recent court decisions regarding the existing hangar. – *WITHDRAWN* 4/27/04
- 2/3/04 Judy & Tom Crowley, 8 Jericho Hill Road (71-14) – Variance from Article III, Section 174-8.2-D-3-C Developmental Standards (Minimum Setbacks). Variance from the side yard setback for an addition. – *GRANTED*
- 2/3/04 Navio & Laurie Castelli, 0 Burnett Road (40-43) – Variance from Article III, Section 174-8.2-D-1 Developmental Standards (Minimum Lot Area). Variance for a lot that does not contain sufficient area. – *GRANTED/APPEALED 3/9/04*
- 2/3/04 Adam & Peter Phaneuf, 0 Middle Road (19-20D) – Variances from Article III, Sections 174-8.2-D-2 Developmental Standards (Minimum Frontage), 174-8.2-D-6 Developmental Standards (Irregularly Shaped Lots) and 174-9.1-A-1 Common Driveways (frontage). Variances as follows: To subdivide the above property into two lots without the required frontage for each lot. Neither lot meets the requirement that a 75-foot circle must be able to pass along a continuous line from the lot frontage to the rear yard setback. In addition, neither lot has the required frontage for a common driveway. – *GRANTED*
- 2/3/04 Corks, LLC, 48-50 Turnpike Road (39-50) – Special Permits and Variances from Article III, Sections 174-8.5-E-3-(a) and (c) Developmental Standards (Minimum Setbacks), 174-8.5-E-2 Developmental Standards (Minimum Frontage), and 174-9-E Special Permit Requirements (Nonconforming uses, lots and structures). Special Permits and Variances for additions to a non conforming structure that does not meet the front and side yard setback requirements and a special permit for a lot which does not have the required minimum frontage. – *GRANTED*
- 2/3/04 R. H. Long Motor Sales, Inc., 218, 222 & 214 Turnpike Road (28-9) – Special Permits and Variances from Article III, Sections 174-8-C-2 Schedule of Use Regulations, 174-8.7-C-1 Industrial District (Uses requiring a special permit) Section 174-12.E Parking Requirements and Section 174-8.2 A and B Residence A District (Permitted uses and uses by Special Permit). Special Permits to allow more than one building of principal use on a lot and to allow automobile sales and service, including outdoor vehicle storage and display in excess of 50,000 square feet. A Variance to allow more than 25% of the required parking spaces for a proposed automobile dealership to be located within the front setback and use Variances to construct a septic system and parking area for vehicle storage within the Residence A District. – *PARKING SPACE VARIANCE WITHIN IN RESIDENCE A DISTRICT WITHDRAWN/ALL OTHER VARIANCES AND SPECIAL PERMITS GRANTED WITH CONDITIONS 5/6/05*
- 3/4/04 Vine Street Trust, 136 Parkerville Rd (27-42) – Variance from Article III Section 174-8.2-D-3-c Minimum Setbacks. Variance from the side-yard setback requirements. – *GRANTED*

Zoning Board of Appeals (continued)

- 3/4/04 Vickie & Jeffrey Lindholm, 13 Wyndemere Rd (63-5) – Special Permit from Article III Section 174-8.2-B-12 Private garage or parking for more than three (3) vehicles. Special Permit to construct a garage with four (4) bays. – *GRANTED*
- 3/4/04 Stonefield Development Inc., 52 Sears Road (74-69) – Special Permit from Article III Section 174-8.2-B-12 Private garage or parking for more than three (3) vehicles. Special Permit for a new home with five (5) garage bays. – *GRANTED*
- 3/4/04 Perry and Randall Burr, 30 Bigelow Road (49-6) – Special Permit from Article III Section 174-8.2-B-1 Uses by Special Permit and Variance as per the Town of Southborough Zoning Article III Section 174-8.2-D-3c. Special Permit for an accessory apartment and a Variance from the side yard setback. – *GRANTED WITH CONDITION*
- 3/23/04 John T. Ashley, 150 Framingham Road (84-6) – Variance from Article III, Section 174-8.3-A & B. Variance to establish an outside grill/barbeque service with take-out and outside dining. – *WITHDRAWN*
- 3/23/04 James & Margaret Harding, 1 Leonard Drive (80-8) – Variance from Article III, Section 174-8.3-E-3-c. Developmental Standards (Minimum Setbacks). Variance from the side yard setback for a garage addition. - *GRANTED*
- 3/23/04 Richard Meisenheimer, All Weather Auto, 77 School Street (75-9) – Special Permit from Article III Section 174-8.2-B-11 Uses permitted by special permit. Special Permit for a trailer used as business quarters for more than thirty (30) days in a year. – *WITHDRAWN*
- 4/27/04 Old Fire Station LLC, 5 Main Street (54-41) – Variance from Article III, 174-11-D Sign Regulations. Variance to alter a sign that exceeds the maximum area for standing signs. *GRANTED WITH CONDITIONS*
- 4/27/04 Stephen A. Lehaye, 76 Marlboro Road (75-3) – Variance from Article III, Section 174-8.3-D-2 Minimum Frontage. Variance to subdivide the property into two lots without the required frontage for one of the lots. - *WITHDRAWN 8/2/04*
- 4/27/04 Southborough Housing Authority, 49 Boston Road (59-94) – Special Permit from Article III, Section 174-11-D Sign Regulations. Special Permit for a sign which exceeds the maximum area allowed – *GRANTED WITH CONDITION 6/2/04*
- 4/27/04 Middle Road, LLC, 0 Middle Road (36-16) – Comprehensive permit for MGL Chapter 40B; Section 21. Low or moderate income housing, applications for approval of proposed construction; hearing; appeal. Seeking approval for a proposed 28 unit, townhouse style, residential condominium. – *GRANTED WITH CONDITIONS 10/26/04*
- 6/2/04 Sherri & David Elkinson, 10 Schipper Farm Lane (81-23) – Special Permit from Article III, Section 174-8.2-B-12 Private garage or parking for more than three (3) vehicle and Section 174-8.2-B1 Accessory Apartment. Special permit to construct a new house with five (5) garage bays and a Special Permit for an accessory apartment. – *GRANTED WITH CONDITIONS*

Zoning Board of Appeals (continued)

- 6/2/04 Eighty Four Turnpike Road Trust, 2 Woodland Road (38-12) – Appealing the decision of the Zoning office requiring a Special Permit from the Planning Board for “Automotive Sales” and manufacturing, and for the use of more than 2,000 square feet for the assembly, storage and sale of tractors. – *Zoning officer decision amended to only require a Special Permit from the Planning Board for Retail Sales and Service in excess of 2,000 s.f. – APPEALED*
- 6/2/04 Jeffrey & Lisa Klein, 237 Parkerville Road (2-63) – Variance from Article III, Section 174-8.3-E-3-B Minimum Setbacks and a Special Permit from Article V Non Conforming Structures Section 174-19-A Extensions or Alterations Special Permit and Variance for an addition to a non-conforming structure – *GRANTED*
- 8/2/04 Jeffrey Lindholm, 13 Wyndemere Road (63-5) – Variance from Article V Variances – Section 174-25-A-3 with Reference to Article III Use Regulations – Section 174-8.2D-3-c. Variance from the rear yard setback requirement for a recently constructed addition to the existing house. – *GRANTED*
- 8/2/04 Desheng Wang, 151 Main Street (50-38) – Variance from Article V Variances – Section 174-25-A-3 with Reference to Article III Use Regulations – Section 174-8.2-D-4. Variance to construct a new home of more than 2 ½ stories in height – *GRANTED*
- 8/2/04 Patrick & Theresa Brazeau, 2 Valade Court (2-50) – Special Permit from Article V Nonconforming Uses and Structures – Section 174-10-A with reference to Article III Use Regulations – Section 174-8.3-E-3b. Special permit for an addition to an existing non-conforming Structure within the rear yard setback. – *GRANTED*
- 8/2/04 Ray Davis, 61 Breakneck Hill Road (29-1) – Variance from Article V Variances – Section 174-25-A-3 with Reference to Article III Use Regulations – Section 174-8.2-D-6 - Variance to create two new lots that do not conform to the irregularly shaped lot provisions of the zoning regulations – *WITHDRAWN*
- 8/2/04 Joan Ogden & Sharon Westphal, 78 Deerfoot Road (34-50) – Special Permits from Article III, Sections 174-8.2-B-5 and 174-8-C. Special Permits for multiple uses of the property as a veterinary clinic/animal hospital and as a residence. – *GRANTED WITH CONDITIONS 9/8/04-APPEALED*
- 8/2/04 Raymond & Robin DeSabato, 88 Fisher Road (81-13) – Variance from Article V, Section 174-25-A-3 with reference to Article III Section 174-8.2-D-3-c. Variance from the side yard set back requirements for an addition to the house – *WITHDRAWN 9/8/04*
- 9/28/04 Capital Group Properties, 0 Breakneck Hill Road (29-47) – Variance and Special Permit from Article III, Sections 174-8.2 A & B, 174-8.2(D)(4) and Section 174-8.5(C)(1). Variance to construct an office building in the Residence A district and a height variance for a structure more than 35 feet tall as well as a Special permit for office space that exceeds fifty thousand (50,000) square feet. – *WITHDRAWN*

Zoning Board of Appeals (continued)

- 9/28/04 Consolidated Group Service Company Limited Partnership, Consolidated Ventures Limited Partnership, 0 Firmin Avenue (48-22&27) – Special Permit from Article III Section 174-8.7-C-1. Special Permit for office space that exceeds fifty thousand (50,000) square feet. – **GRANTED WITH CONDITIONS**
- 9/28/04 Massachusetts Dental Society, 2 Willow Street (48-28) – Special Permit from Article III Section 174-11-E. Special permit for a sign which exceeds the maximum area allowed – **GRANTED WITH CONDITION**
- 9/28/04 Andrew Gebaier & Lisa Burrell, 5 White Bagley Road (55-78), Special Permit from Article V section 174-19 with references to Article III, Sections 174-9-E & 174-8.3-D a & c. Special Permit to construct an addition within the required front yard and side yard setbacks. – **GRANTED**
- 9/28/04 Richard Meisenheimer, 77 School Street (75-9), Variance from Article III, Sections 174-8.3-D-3-b and Special Permit from Article III, Section 174-8.2-B-11. Variance to construct an eight (8) foot fence within the side and rear yard setbacks and a Special Permit to use a trailer for business quarters for more than thirty (30) days in a year. – **GRANTED WITH CONDITIONS**
- 10/26/04 Karen & Randall Reich, 168 Middle Road (19-22) – Special Permit from Article V section 174-19 with references to Article III, Sections 174-9-E & 174-8.3-D a & c. Special Permit for an addition within the required front yard and side yard setbacks. – **GRANTED**
- 10/26/04 Marthe Bemis, 9 Wolfs Lane (74-62) – Special Permit from Article III, Section 174-8.2-B-12. Special Permit to construct a garage with three (3) bays bringing the total parking to five (5) garage spaces. – **GRANTED**
- 12/7/04 218 Turnpike Road (28-9) – Appeal of the decision of the Zoning Officer dated September 16, 2004 allowing an emergency only access road for a commercial property across a residentially zoned portion of the property. – **DENIED**
- 12/7/04 Michael Hagopian, 131 Woodland Road (19-22) – Special Permit from Article III, Section 174-8.3-E-3-b. Special Permit for an addition to a new home within the rear yard setback. – **GRANTED**
- 12/7/04 Bank of America, 5 Main Street (54-41) – Special permit from Article III, Section 174-11-C-3. Special Permit to illuminate a sign located in the Business Village District. – **DENIED**
- 12/7/04 Charles Ellis, Jr., 10 Newton Street (54-48) – Appeal of the decision of the Zoning Officer, dated October 8, 2004, that the proposed retail sales use of the property is a second principal use and therefore requires a Special Permit from Article III, Section 174-8-C-2. This appeal is made under Article VI, Section 174-25-1. In the event this appeal is denied the applicant is requesting approval of a Special Permit under the above cited section. – **BOTH DENIED**

PROTECTION OF PERSONS AND PROPERTY



Fire Facilities

Even with any number of fires, one of the worst of which was an 1896 conflagration in Fayville that destroyed a shoe shop and housing for reservoir workers, and the GAR Hall on Central Street, it wasn't until 1923 that the town created the Fayville Fire and Water District. Town officials noted that new businesses were hesitant to locate in town without fire protection.

It's not clear just when, but when the town had an old hand-drawn engine, it was housed in a building on Main Street that is now a home. There was a bell on the roof to call the firefighters. Fire equipment was also stored for a time at the Fayville Village Hall, built in 1911 to replace the burned GAR Hall. In 1921 equipment was in the old Flagg School behind the town House. But in 1926 Town Meeting approved the first fire station, the brick building on Main Street (now the House of Pizza) that was replaced with the new headquarters in 1978.

Police Facilities

In transforming from a school to a police facility, the Peters School Annex has an addition and a garage at the far end of the building. Otherwise, it is essentially the same on the outside as planned by designer Charles M. Baker (he also did the old fire station farther down Main Street). Described as a "handsome two-story federal revival brick building," the structure has a square wooden cupola on the roof, a tall brick chimney, and a triangular pediment over the main entrance. Another well-preserved architectural feature is the large Palladian windows on upper part of each end of the building. For the building's history as a school, see pages 193-194.

Animal Control

2004 Statistics

Dog licenses issued	979
Kennel licenses issued	4
Stray dogs retrieved	12
Stray dogs returned to owners	8
Animal attacks to humans	3
Animal attacks to animals	5

Commencing July 1, 2004, Timothy J. Slatkavitz was appointed Animal Control Officer. Mr. Slatkavitz is also a Sergeant in the Southborough Police Department. His ability to handle this job is complemented by his knowledge and familiarity with the Town. The ACO can be reached at 508-485-7817.

Southborough Animal Control has answered calls concerning domestic and wild animals. The calls for nuisance animals such as skunks and raccoons were handled by the ACO or referred to the proper agencies. The main function of Animal Control is to enforce domestic animal laws including but not limited to, licensing, barking complaints and issues of abuse. Other functions of the ACO is to help keep the public ways clear from animal debris, investigate possible cases of rabid animals and capture stray dogs and attempt to return them to their owners.

The Southborough Animal Control is willing to assist the residents of Southborough with any of their animal concerns. Many of the questions received pertain to wild animals entering a dwelling. It is recommended that you keep garage doors closed, trash secured in appropriate containers and not feed wild animals. More information is available at www.livingwithwildlife.org.

A reminder to all pet owners, it is your responsibility to make sure that your pet is not being a nuisance to your neighbors. Please keep your dog on a leash or on your property and be aware of any excessive barking. Any dog older than six months must be licensed by the Town Clerk with a tag affixed to the collar for identification purposes.

Board of Health

The Board of Health held seventeen regular meetings, and one public hearing in 2004.

The Board of Health office staff was very busy throughout 2004 because of the constant real estate activity in town. Home remodeling projects, additions, in-ground swimming pools, and deed transfers required our staff, especially the Administrative Secretary Barbara Luther, to constantly provide homeowners, builders, engineers, and licensed Title 5 Septic System Inspectors with information concerning the size and location of individual on-site septic systems. In 2004, Southborough had the highest number of Title 5 Code Inspections since the mandatory program started in 1995 with a total of 141. These inspections are required prior to any and all property deed transfers or sale of property. The hot real estate market for new home construction appears to be simmering for the first year since 1992. Hopefully this lull in new home building will afford an opportunity for the staff to catch its breath and begin to address other public health issues.

REMINDERS

The Board continues to remind everyone that **garbage disposal grinders are banned throughout the Town of Southborough**. Installing a garbage grinder after a new home is built or during remodeling even by the homeowner is prohibited. If anybody is thinking of installing a garbage disposal grinder and has been told by disposal grinder manufacturers, retailers or installers that they are safe to use with on-site septic systems they should call the Board of Health Office.

The Board would also like to remind all residents to **get their septic system checked periodically and to pump their septic tank every two to five years**. If people do not know where their subsurface sewage disposal system is located, they can come to the Board of Health Office to get copies of plans and "as-built" drawings.

Change in Board of Health Membership

Ruth Brefka was elected to the Board of Health in April of 2004. Ruth brings a lifetime of health experience, since she was a nurse during her working career. She and Barbara Luther took the Public Health course offered by the Massachusetts Associated Boards of Health. Both are now certified.

Ruth replaced Suzanne Traini who declined to run for a fifth term. Suzanne was first elected to the board in 1992 and was a very active member for 14 years. She initiated and vigorously fought for the Annual Household Hazardous Waste Collection Day and was a prime mover for many Board of Health services, such as providing Hepatitis C shots for all sixth grade children, and the annual Red Cross Blood Drive.

FLU Clinics

The board conducted two Influenza Clinics in 2004. Both were held at the Council on Aging facility on Cordaville Road. The first was on November 17th when 122 vaccines were administered. In the second on December 8th, 82 people were vaccinated. This year flu preparation season was very hectic due to an anticipated vaccine shortage. Mrs. Luther from our office spent a considerable amount of time pre-registering elderly people and was later assisted with nurses from the Visiting Nurse Association's Care Network along with volunteers from the Council on Aging at the first clinic, and Leslie Chamberlin, the Council on Aging nurse along with a nurse from the Marlboro Hospital, during the second clinic.

Board of Health (continued)

Bioterrorism

Board member Dr. Louis Fazen continued to serve as the board's representative to the state's Region 4A Bioterrorism Preparedness District. This District consists of 34 towns, mostly along Route I-495. Dr. Fazen and other representatives from each town meet periodically and are in the process of devising a series of programs, manuals, and protocols for dealing with any biological, chemical, or other terrorist events. In the event of a terrorist attack, state officials would direct a coordinated response among law enforcement, fire department, emergency management, public health, and other local, state and federal agencies.

Other Activities and Public Health Services

The Board of Health helped sponsor and was actively involved with the following: Annual Rabies Clinic; septic system Betterment Loan Program to homeowners; regular inspection of all food establishments; inspections of houses and apartments for violations of the state Housing Code; inspection and surveillance of neighborhoods for sources of air and water pollution; solutions to legitimate nuisance complaints; public and semi-public swimming pool inspections; and summer camp inspections.

Septic System Inspections

	2001	2002	2003	2004
TOTAL TITLE 5 CODE INSPECTIONS	104	105	141	173
NUMBER OF "FAILED" SEPTIC SYSTEMS	8 (8%)	7 (7%)	13 (9%)	12 (7%)
NUMBER OF "CONDITIONAL" PASS	7	10	11	20
NUMBER OF INSPECTIONS THAT PASSED	87	88	114	140
NUMBER OF SYSTEMS REQUIRING FURTHER EVALUATION BY BOARD	2	2	3	1

ACTIVITY 2004

1. Licenses Issued

Day Camp -----	2
Food Establishments -----	45
Funeral Directors -----	1
Septic Haulers -----	24
Septic Installers -----	48
Septic Installers 2000+ GPD -----	8
Massage Establishments -----	10
Massage Practitioners -----	16
Massage Polarity -----	1
Semi Public Pools -----	4
TOTAL LICENSES ISSUED	159

Board of Health (continued)

2. Permits Issued

On-Site Sewerage Treatment & Disposal Systems:

*** Residential:**

New Sewerage System Plans -----	30
Updated Sewerage System Plans -----	7
+ -----	9
Revision to Approved Plans -----	9

Condominium Complex -----	0
Complete Replacement Sewerage System Plans -----	48
Total Residential Plans -----	<u>94</u>
Variances -----	0
Local Upgrade Waiver-----	14

*** Non-Residential:**

New Sewerage System Plans -----	2
Expansion to Existing System -----	0
Non-Hazardous Holding Tank-----	0
Complete replacements Sewerage System Plans -----	1
Updated Sewerage System Plans-----	0
Revisions-----	1
Total Non-Residential Plans -----	<u>4</u>
Variances -----	1

*** Other permits:**

Horse Stable Permits -----	2
Well Water Permits -----	7
Total Other Permits -----	<u>9</u>

*** Soil Testing Witnessed by Public Health Director**

Deep Observation Test Holes -----	151
Percolation Tests -----	154
Total Soil Tests Witnessed by the Board of Health -----	<u>305</u>

*** Total Septic System Installation Inspections by the Public Health**

Director -----

* Total Housing Complaints Received ----- **5**

* Total Housing Inspections ----- **3**

* Total Food Establishment Inspections----- **44**

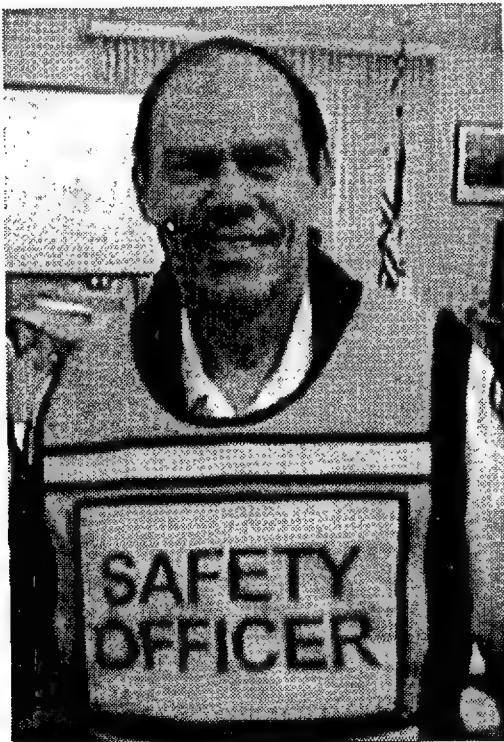
* Proposed Residential Alterations Requiring Board of Health Review **56**

Board of Health (continued)

CALENDAR YEAR RECEIPTS AND EXPENSES

YR.	EXPENDITURES	RECEIPTS	RECEIPTS AS A % OF ACTUAL EXPENSES	B.O.H. EXPENSES DERIVED FROM PROPERTY TAXES	TOWN POPULATION	B.O.H. \$ PER CAPITA EXPENDITURE
2004	\$108,000.00	\$69,128.00	64.0%	\$38,872.00	9,764	\$3.98
2003	103,571.93	70,132.00	68.0%	30,342.00	9,519	3.51
2002	102,350.00	69,869.00	68.3%	32,481.00	9,411	3.45
2001	88,104.00	83,858.00	95.0%	4,246.00	9,097	0.47
2000	85,004.00	67,959.00	80.0%	17,045.00	8,800	1.94

Fire Department



Captain David Dockstader



Lieutenant John L. Kendall, Jr.

This year's Annual Fire Department report is dedicated to two long-standing members of the Fire Department who retired this year: Captain David Dockstader and Lieutenant John L. Kendall, Jr. Between the two, they faithfully served the town a total of 58 years. Both David and John started as on-call firefighters, donating an enormous amount of time assisting those in need.

David was appointed as a Call Firefighter in 1974, a Full-time Firefighter in 1979, and a Captain in 1986. Dave was responsible for department training and was instrumental in, and responsible for the members of the department becoming certified to the Firefighter I/II level. He was later in charge of the town's Local Emergency Planning Committee (LEPC) post 9-11, and ensured that the town received a full LEPC certification from the state. Dave is also a founding member of the local Critical Incident Stress team.

John joined the call department in 1976, became Full-time Firefighter in 1986, and Lieutenant in 1996. He was also the department's Emergency Medical Services Director and later Training Officer, as well as an Intermediate EMT. Additionally, John has had a big hand in developing the department's emergency vehicle specifications during the past 15 years. John recently learned to play the bagpipes and was a member of the Boroughs Pipes & Drums. Both members were truly devoted to the department and the town and would respond to emergencies all hours of the day and night, no matter what they were doing, to assist residents in need. They will be missed and hard to replace. Best of luck to both in their retirement.

Fire Department (continued)

The Southborough Fire Department responded to 1,141 emergency calls in 2004. The number decreased by 72 calls from the previous year. Additionally, the department conducted 877 inspections, plan reviews and public education programs. Of the 1,141 emergencies that the department responded to, 692 calls (60.7 percent) were medical emergencies.

The following is a breakdown of the emergency responses:

- 55 Fire incidents
- 7 Overpressure/Rupture incidents
- 692 Medical Emergency/Rescue/Extrication incidents
- 63 Spills/Leaks/Arcing Wires and other Hazardous Conditions
- 89 Service/Public Assist incidents
- 54 Good Intent/Unauthorized Burning incidents
- 179 Accidental/Alarm System Malfunction/False Alarm/CO Detector incidents
- 2 Citizen Complaint incidents

Voters at the 2004 Annual Town Meeting approved Article 29 to replace the department's very worn 1993 ambulance, using funds collected through the ambulance billing (\$145,000 from Ambulance Receipts Reserve Fund 23). The bid for the new ambulance was awarded to Greenwood Fire Apparatus of North Attleborough, Massachusetts, for a Ford/Horton ambulance. The new ambulance is expected to be in service early in 2005.

Chief Mauro applied for the second year in a row for a Federal Fire Act Grant in 2003 in the amount of \$85,259 to replace and upgrade the department's aging and problematic radio system. In early 2004 word came that the Town was denied this very competitive grant. For the 2004 Federal Grant, the chief applied for a vehicle exhaust system to be installed in the stations. Diesel exhaust is a known carcinogen and permeates all areas of the stations when the vehicles are started. The department was cited in a 2002 state inspection report for the lack of adequate exhaust removal. As of this writing, we are still in the running for this grant.

The floor in "Firefighter's Memorial Hall", the public meeting room at Fire Headquarters, was replaced in 2004. Workers from the County House of Correction, courtesy of the Worcester County Sheriff's Office, provided most of the labor, along with the town's Facilities Management staff. This unique combination of labor saved the town considerable money in the floor replacement.

Once again, the members of the Southborough Firefighters Association sponsored the annual Children's Halloween Party, as well as presented scholarships in the amount of \$500 each to Molly Moran and Dan Shine. Members of the department under the direction of Susan Chorey worked with the Salvation Army of Framingham to collect toys for the less fortunate during the holiday season. Thank you for your support.

STAFFING

Four, 42-hour work shifts are required to cover the 168 hours in each week in order to provide both fire and emergency medical services 24/7. A minimum of two Firefighter/EMTs are assigned to Headquarters and two FF/EMTs are assigned to Station 2 per shift. Due to contractual requirements, there are two shifts with five personnel, and two shifts with four. This

Fire Department (continued)

staffing is still below the 2000 *Fire and Police Staffing, Equipment and Facilities Study* recommendation of six per shift. Full-time firefighters are augmented by an on-call staff. The current staffing configuration allows us to adequately handle a majority of the routine emergency calls; however, major incidents and multiple calls occurring simultaneously place a serious strain on our response capabilities and require the recall of all off duty and on-call personnel, as well as the use of mutual aid. Any reduction in staffing would greatly impact the services which we provide the residents of Southborough.

The Department is comprised of the following personnel:

- 1 Full-time Fire Chief
- 1 Administrative Secretary/Dispatcher (32 hours/week)
- 19 Full-time Firefighter/Emergency Medical Technicians (EMTs)
- 6 Call Firefighter/EMTs
- 7 Call Firefighters
- 3 EMTs
- 1 Safety Officer
- 1 Chaplain

It is important to note that 95 percent of the full-time members, and 37 percent of the on-call members live **outside** of Southborough. This results in longer response times for fire apparatus that requires off-duty and call personnel to drive.

The following personnel changes occurred in 2004:

New members:

- FF/EMT-Paramedic Paul Pierce
- FF/EMT-Paramedic David Cobb
- FF/EMT-Paramedic Dana Amendola

Left the Department:

- Captain/EMT David Dockstader (Retired)
- FF/EMT-Paramedic Francis Mahoney
- FF/EMT-Intermediate Nancy Mabardy
- Lieutenant/EMT-Intermediate John L. Kendall (Retired)

FIRE PREVENTION

(Captain Joseph C. Mauro, Fire Prevention Officer)

A total of 877 inspections, plan reviews and public education programs were conducted in 2004. The following is a breakdown of inspections:

2004

- | | |
|------------|--|
| 211 | 26F Smoke detector (home resale) inspections |
| 27 | 26F Re-inspection |
| 62 | 26B Smoke detector (new home) inspections |
| 9 | 26B Re-inspection |
| 61 | Oil burner inspections |
| 8 | Oil burner re-inspections |
| 30 | Propane inspections |

Fire Department (continued)

- 3 House number re-inspections
- 36 School inspections and fire drills
- 32 Annual town license renewal inspections
- 59 Commercial building inspections
- 23 Tank truck inspections 527CMR 8.00
 - 1 Pre-blast survey
 - 2 Blast observations
 - 7 Underground Tank removal observation
 - 7 Misc. safety inspections (insurance, etc.)
 - 5 Complaints investigated
- 12 License renewal follow-up Inspections
- 15 Follow-up Inspections

The following programs were presented to the public:

- 72 School Fire Prevention programs
- 6 Misc. Fire and Safety Programs
- 19 Fire Station tours for groups

The number of plans reviewed were as follows:

- 101 Residential smoke detector plans (new construction & renovation)
- 38 Commercial plans (new construction, fire alarm, sprinkler, site plans, etc.)
- 10 Site plans reviewed
- 20 Construction meetings/inspections

FIRE PREVENTION PROGRAMS PRESENTED

- The National Fire Protection Association's *Learn Not to Burn* curriculum was once again presented to the kindergarten and first grade classes at the Finn School. This program was presented in four separate modules throughout the school year. The students were presented with information such as match and lighter safety, stop-drop-roll, and crawling in smoke. The final module involved bringing the department smoke trailer to the school and demonstrating the effects of smoke in a burning house. The students were also given the opportunity to have some fun by using a fire hose to extinguish a mock fire in a prop constructed of plywood.
- On the Sunday of Heritage Day weekend, the Southborough Fire Department held an open house sponsored by Papa Gino's Pizza in Marlborough. Papa Gino's provided the pizza and the members of the fire department had an opportunity to open the doors to the citizens of the town. Some of the activities included the smoke house demonstration, thermal imaging camera demonstration, children's interactive games, and fire apparatus demonstrations. Three demonstrations were presented to the public and included how to properly extinguish a grease fire on the stove, a live smoke demonstration in the department smoke house and a demonstration on the use of the "jaws of life." The open house was a success and was attended by approximately 400 residents. Thanks to all the firefighters and their families who volunteered their time for making this a successful day.

Fire Department (continued)

- Several fire safety presentations were delivered throughout the year and included presentations to the faculty of the New England Center for Children, Southborough Senior Citizens, residents of Southborough Meadows, the Cub Scouts and various pre-schools. A three-hour program was once again successfully delivered to the students and faculty of St. Mark's School in September and involved awareness about dorm fire safety practices. The program included an interactive demonstration of common fire hazards and ways to prevent fire incidences from occurring.

PLAN REVIEWS, INSPECTIONS, and FIRE INVESTIGATIONS

- This year there was a decline in the inspection of new single-family residential houses. However, the trend for the housing market shifted to the resale of existing homes. This represented a significant increase in inspections throughout the year. During the year two over-55 residential projects neared completion. The Carriage Hill project and the Admirals Glen project are nearly complete with only a few units at each project requiring inspections. Commercial projects remained consistent with new buildings being completed at St. Mark's School, New England Regional Primate Center, 132 Turnpike Rd., and the new Woodward School, among the major projects. Several commercial renovation projects were also conducted and inspected throughout the year.
- Aside from inspections conducted for the resale of new and existing homes and commercial buildings, several other inspections are conducted during the year. Inspections were conducted in all cargo tank trucks and transfer tank trucks that carry combustible liquids. These vehicles are required to be inspected and permitted by the fire department on a biannual basis. Other inspections include annual license renewal for business requiring a license through the town, flammable liquid storage such as oil burners and propane storage, underground tank removals, and school inspections.
- A new program was initiated this year that trained certain members of the department to conduct inspections and in-service and pre-plan inspections of all commercial buildings in Southborough. The fire department's incident pre-plans have not been reviewed or updated in nearly 15 years. This program requires a considerable amount of time to review information on the buildings and conduct surveys to collect information on such things as the type of building construction, fire alarm and sprinkler systems, types of fuel storage and any other pertinent information required when responding to an emergency incident. As part of this program, a grant was applied for through the Department of Homeland Security to purchase computers and related equipment to be placed on two of the primary response fire apparatus, the chief's car, and fire prevention car. The information will be used in conjunction with the town's Geographic Imaging System.

Once again the incidence of major fires in the community was very low with a few fires occurring that caused minimal damage. A large fire was averted in a non-sprinkled commercial building located at 155 Boston Road. A malfunction in a bathroom-ceiling fan caused a fire to start in the wood ceiling and roof rafters. An alert occupant of the building noticed the fire and the rapid initial response by the on-duty personnel extinguished the fire before causing considerable damage. If this fire occurred after work hours it would have resulted in a significant loss because the building only had a fire alarm system that alerted the occupants but did not call into the fire department. Fortunately, there were no other major fire events during the year.

Fire Department (continued)

EMERGENCY MEDICAL SERVICES
(FF Kenneth Strong, EMS Coordinator)

The Emergency Medical Services (EMS) Division yet again had a busy year. The EMS Division has been providing paramedic (advanced cardiac life support) pre-hospital care to the town since March 16, 2002. The department continues to operate under a special waiver from the Office of Emergency Medical Services to allow one paramedic and one EMT to staff an ambulance. Without the waiver it would be necessary to have two paramedics staff the ambulance.

Seventy percent of ambulance calls in Southborough require some type of advanced life support treatment.

Throughout 2004 Dr. Taryn Kennedy, Director of Emergency Services at Marlborough Hospital, provided oversight and support to the department. Within her role as Medical Director to the department she presents quarterly morbidity or mortality rounds for the EMTs, and the doctor is actively involved in training and quality assurance/quality improvement.

The department's two ambulances are fully equipped with cardiac monitors that have 12-lead ECG capability. This allows the paramedics to confirm an acute myocardial infarction and notify the receiving hospital. The ambulances are equipped with 30 Advanced Life Support (ALS) medications that the paramedics can administer. Each ambulance is equipped with Epi-pen auto injectors used by EMTs for acute allergic reactions/anaphylactic reactions. Semi-automatic defibrillators are carried on all front-line fire apparatus.

Currently the department has eight Paramedics, 10 EMT-intermediates, and 11 Basic level EMTs. Two members are currently attending paramedic school and we look forward to their completion.

The following is a list of classes approved by the Office of Emergency Medical Services and held at the department during 2004:

- 2 hour-Morbidity and Mortality rounds (held quarterly).
- 3 hour-Autism safety and approach.
- 12 hour- Incident command system.
- 16 hour-Auto extrication (jaws of life).
- 24 hour-DOT Emergency Medical Technician Refresher.
- 12 hour EMT-Intermediate Refresher add-on.

Due to the dynamic nature of EMS and the fire service it is imperative that all first responders are kept abreast of all potentially hazardous conditions. Throughout 2004 with the continued threats of bio-terrorism, the department held many in-service training sessions to address these threats. The first responders/EMS personnel are on the frontlines of these potential attacks. We would like to thank the townspeople for their continued support and rest assured the EMS provided by the Fire Department's many educated and dedicated individuals will continue to make strides to be the best it can be.

Fire Department (continued)

TRAINING ***(Lt. Christian P. Dano)***

Throughout 2004, the department held monthly training sessions ranging from three to eight hours for all full-time and call firefighters. These sessions are extremely important to maintain the skill level of the firefighters and EMTs and to ensure readiness for any type of emergency.

The following subjects were covered in 2004:

- Fire Behavior and Recognition
- Incident Command
- Motor Vehicle Extrication
- Live Fire Training and Exercises
- Fire Pumps and Hydraulics
- Hose Handling
- Rapid Intervention and Firefighter Mayday Procedures
- Self-Contained Breathing Apparatus (SCBA) and fit testing
- Emergency Procedures for SCBA
- Handling Common Emergencies

The Fire Department also developed an in-service training schedule for all full-time personnel. This training is conducted once a week while firefighters are on duty and covers all aspects of fire and emergency medical services (EMS) skill and equipment use.

Many of the firefighters have been furthering their education by attending courses outside of the Department in paramedic technology, fire science degree programs and various certificates:

- FF Neal Aspesi: CPR Instructor, Mass Decontamination Training, Bachelor Degree Program classes.
- Lt. Christian P. Dano: Fire Officer Supervisory Training, Fire Officer I, Associates Degree Program classes.
- FF David Cobb: Large Diameter Hose.
- FF Kenneth W. Franks, III: Trench Collapse, Structural Collapse.
- Captain Joseph Hubley: Fire Officer II
- Lt. John L. Kendall: Advanced Fire Investigation.
- FF Peter J. Phaneuf: Trench Rescue, Collapse Rescue, Fire Officer Supervisory Training, Fire Officer I, High Angle Rope Rescue, Incident Safety Officer, Public Safety Education.
- FF James P. Peltier: Trench Rescue, Collapse Rescue, High Angle Rope Rescue.
- FF Jason Roach: (Fire) Instructor Methodology I
- Lt. Victor G. Robidoux: Trench Rescue, Collapse Rescue, Paramedic School.
- FF Mark Sadowski: Advanced Driver Training, Trench Rescue, Collapse Rescue, High Angle Rope Rescue, Fire Officer I.
- FF Christopher Shanahan: CPR Instructor

Additionally, Chief Mauro, Captains Hubley and Mauro, and Lieutenants Dano and Robidoux attended a two-day seminar on *How to Excel at Managing and Supervising People*.

Fire Department (continued)

SENIOR CITIZEN LIAISON
(Lt. Victor G. Robidoux)

The department continues to collaborate with the Senior Center to present the "File of Life" program. This program is designed to inform emergency service responders of a person's pertinent medical history, medications, emergency contacts, etc. This information is vital in the event a senior is incapacitated. The "File of Life" is a magnetized 3" x 5" envelope containing the information that is usually adhered on the refrigerator in the patient's home. The "File of Life" is free to senior citizens and is available at the Fire Department or the Senior Center.

Additionally, the Fire Department, along with the Police Department, Council on Aging, and representatives of the Senior Center, meet on a regular basis to discuss a wide variety of senior citizen safety issues. Senior safety talks are presented at the senior center throughout the year.

CONCLUSION

Chief Mauro would like to thank all of the members of the Southborough Fire Department and their families for the dedicated service that they provide to you, the citizens of Southborough. He also thanks the members of the Board of Selectmen, all of the town's department heads, and town boards and committees for their continued cooperation, assistance and support.

The residents and businesses of Southborough are a constant source of donations of time, material, and/or funds to aid us in serving the citizens and visitors of Southborough. Thank you very much for your valuable contributions!

Please visit our web site for continuous updated department information:
www.southboroughfire.org.



Police Department

This past year saw major changes at 19 Main Street. Chief William J. Colleary retired after serving 41 years, 18 as Chief of Police. No one has matched that commitment with the Southborough PD.

We dedicate this Annual Report and salute Chief Colleary.

On January 1, 2004, William Webber began his new career as Chief of Police. Chief Webber had been senior Sergeant for many years and was selected after an arduous process. During the year, two officers were promoted to Sergeant: Timothy Slatkavitz and Ryan Newell. One new full-time officer joined our ranks in May, Meredith Lobur, and one new full-time communications officer, Michael Osattin, was hired in February to replace John Hubley, who resigned. Additionally several part-time employees were hired to bolster the depleted dispatch and reserve officer groups.

All full-time officers attended three days of in-service training through the Municipal Police Training Committee in motor vehicle law updates, terrorism updates, and incident command systems. Other classes taken included racial and gender profiling, homeland security issues, criminal justice information systems operations, school resource officer updates, new D.A.R.E. curriculum certification; four officers received specialty training as Field Training Officers; and three officers obtained specialty training for the first time as R.A.D. (Rape Aggression Defense) and/or radKIDS instructors.

One officer was on active military duty during 2004. Two officers are enrolled in bachelor's degree programs. Additionally, a college senior did a 150-hour internship with us during the year as part of her criminal justice degree requirement.

CALLS FOR SERVICE 2004

It was an extremely busy year for our patrol, communications, and investigations divisions. In comparison to 2003, there was a 26 percent increase in arrests, 32 percent increase in reports of suspicious activity, 30 percent increase in motor vehicle accidents, and 113 percent increase in vandalism.

In July, the new Burglar Alarm Bylaw took effect. Calls for alarms increased by 16 percent over 2003, but the bylaw has helped reduce some of the repetitive calls since its implementation. Also, homeowners and businesses with an alarm system must register with the police department.

The communications operations handled over 4,000 9-1-1 calls for Police, Fire EMS and DPW emergencies. We expect this volume to increase as Southborough grows in population, and the cellular carriers unveil their new state-mandated protocol which will send 9-1-1 calls directly to the local city or town public safety answering point.

One area of concern has been the major increase in animal complaints and neighbor disputes, especially concerning loose dogs. Residents have a responsibility to keep their dogs under control and safe from harm, and we ask your cooperation.

On a positive note, there was a 43 percent reduction in reports of disturbances and by 15 percent reduction in larcenies.

Police Department (continued)

CRIMINAL INVESTIGATIONS

The investigations division of the Southborough Police Department is responsible for investigating crimes against the person and property, violations of the Controlled Substances Act, and background investigations for personnel, as well as any other investigation in which the Chief of Police deems necessary. During the year of 2004, investigators conducted follow-up investigations on approximately 91 felony crimes along with an array of misdemeanor violations. The Southborough Police made 17 arrests for drug law violations. As a result of these investigations, search and arrest warrants were issued, crime scenes were processed, evidence and property were recovered, restitution was granted, and suspects were charged accordingly. On several investigations, the Southborough Police worked in conjunction with state, local, and federal law enforcement agencies across the nation.

The investigations division has also assigned a detective to the Worcester County Regional Drug and Counter Crime Task Force, which led to the seizure of approximately 110 pounds of marijuana at a trucking company in Southborough. The sizeable load originated in San Bernardino, California and was destined for Northborough. Aside from investigations into controlled substances, the task force is responsible for investigating any regional or serial crimes of significance.

Through advanced training and the addition of specialized equipment, the processing of crime scenes produced a considerable amount of latent and forensic evidence, which led to the identification and prosecution of those responsible. Under the command of Chief Webber, the investigations division of the Southborough Police Department has made essential advances in the capability and scope of our investigations.

COMMUNITY POLICING OVERVIEW

The Southborough Police Department has a long-standing tradition in community policing. We have diverse programs that have been in place for many years—programs such as DARE, R.A.D., School Resource Officer, and Junior Police Academies. We are about to create a new tradition with the introduction of the radKIDS program. These programs will be offered during 2005.

Since 1993, the Southborough Police Department has taught children about the harmful effects of drugs, alcohol, and tobacco products. The DARE program, invented in 1983 in Los Angeles, has long been the most prevalent anti-drug and violence program throughout the country. Just recently, the program went through an extensive three-year study, and subsequently, improvements were made in order to keep it fresh and exciting. This year's introduction of the new curriculum has been accepted by the students with energy and great interest.

Along with DARE, there are many more programs that teach self-awareness and self-empowerment. The R.A.D. (for women) program and now radKIDS program teach self-confidence and self-reliance when faced with risky situations. The R.A.D. for women program has graduated many "students" in the last few years, teaching them how not to be victims. The radKIDS program is a direct off-shoot of the R.A.D. program, committed to keeping children safe from harm. Good luck to the up-coming radKIDS program!

And finally, this department has remained dedicated to our community's children and youth. We have implemented many safety programs over the years ranging from Stranger Danger to Bicycle Safety. The dedication to this community's youth is also demonstrated in the yearly Junior Police Academies held in past years. These academies stress teamwork, physical

Police Department (continued)

conditioning, respect and integrity. These are achieved by problem solving, teamwork, and self-esteem exercises. Many of our "cadets" have been inspired to move on to community and student leadership programs. We intend to hold the next academy in Summer 2005.

Additionally, we were able to conduct weekly traffic "hot spot" enforcements, community safety patrols, and purchase new radar units through a community policing grant and Governor's Highway Safety Bureau Grant. Traffic woes continue to be a major focus of this Department.

TECHNOLOGY

In November we created a new department website, but were able to maintain the domain name that we have held for eight years: www.southboroughpd.com. Additionally, we were fortunate to be able to partially upgrade our radio communications system and look to move onto the next phase of improvement, if funding becomes available in the future. Officer safety is and remains a major concern in today's society.

We now have five police cruisers outfitted with laptops and will be updating them during 2005 to new technology which became available this past Fall. State grants allow us to pursue these much-needed upgrades.

In September, the state provided a brand new computer system and firearms licensing. It has dramatically streamlined and enhanced the issuance and processing of firearms identification cards and licenses. During the year the Registry of Motor Vehicles released a new technology that allows police departments to instantly obtain current photographs of Massachusetts-licensed drivers.

We thank the residents, town employees, members of the business community, and visitors to our town for being our extra eyes and ears. Without your support, we could not provide the protection and quick response that you have come to expect from this fine Police Department.

2004 STATISTICS

ANIMAL COMPLAINTS	297	LARCENY	52
ARRESTS	147	LIQUOR LAW VIOLATIONS	0
ASSAULTS	7	JUVENILE ISSUES/MISSING PERSONS	21
ASSIST TO CITIZENS	232	MOTOR VEHICLE ACCIDENTS	498
ASSIST OTHER AGENCIES	411	MOTOR VEHICLE THEFTS	4
BUILDING CHECKS	4016	MOTOR VEHICLE CITATIONS	2466
BURGLAR ALARMS	1040	PROTECTIVE CUSTODY	9
BURLGARY/ATTEMPTS	24	ROBBERY	0
ESCORTS	36	SEX CRIMES	1
CIVIL COMPLAINTS	7	STOLEN VEHICLES RECOVERED	7
DISTURBANCES	37	SUMMONS/WARRANTS	192
DRUG LAW VIOLATIONS	17	SUSPICIOUS ACTIVITY	485
GENERAL SERVICES	518	VANDALISM	111

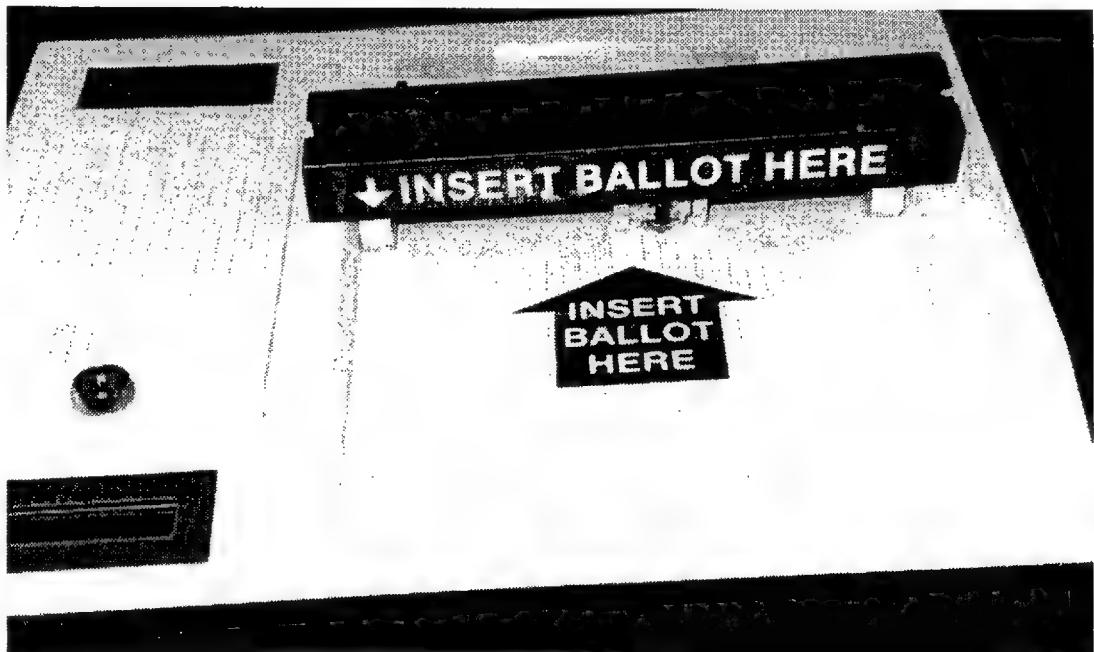
Sealer of Weights & Measures

The following types of measuring devices used in the sale and services of consumer goods were tested and sealed, indicating that the devices are within the allowed tolerances of Federal and State Division of Standards.

WORK COMPLETED IN 2004

Scales	25 Scales and Balances	Sealed
Automatic Liquid Measuring Devices	88 Fuel Pumps	Sealed
Fees turned over to the Town Treasurer		\$1,517

TOWN CLERK



Precinct I
Election Officers 2004/2005
(appointed)

Warden: Gail B. Rowe

Deputy Warden: Alice Brenda Gaffney

Clerks: Janet M. E. Mattioli, Mary McCann

Deputy Clerk: Jacqueline Aspesi,

Inspectors

Patricia Aspinwall

Lena A. Carloni

James Chance

Vernelle L. Cibelli

Dorothy Delarda

Patricia Draper

Sandra Fisher

Joan K. Henderson

Marie A. Kensinger

Eleanor MacLauchlan

Judith McCarthy

Donna L. McDaniel

Caroline Pessini

Bonnie Phaneuf

Nancy D. Powers

Alma Sahagian

Alphonsina A. Torcoletti

Tellers

Barbara Murphy

Karen A. White

Precinct II
Election Officers 2004/2005
(appointed)

Warden: Maxine Juliano
Deputy Warden: Patricia Richardson
Clerks: Gloria M. Aspesi, Sheila Wilson
Deputy Clerk: Elaine A. Yetman

Inspectors

Janet S. DeNapoli
James B. Denman
Lois W. Denman
Lorraine C. Gasparoni
Carol Gay
Jean Infante
Doriann Jasinski
Ann Marie Kelly
Josephine D. Laptewicz

Irene McCarthy
James McCarthy
Delia Mulvaney
Cyd C. Ostrovsky
Susan Ruane
Alma Sahagian
Sheila Wilson
William J. Yetman

Tellers

Jean Infante
Regina McAuliffe
Catherine Profeta

Precinct III
Election Officers 2004/2005
(appointed)

Warden: Arthur R. Miner

Deputy Warden: Lidia A. Kiley

Clerks: Kathleen Bartolini, Maryann Lamy

Deputy Clerks: Diane Cameron, Linda Hubley

Inspectors

Rachel Adelson
Diane Beane
Katherine I. Best
Millie Blood
John J. Boiardi
Martha Boiardi
Lorraine Caruso
Peggy DeFazio
Thomas McHugh

David Monroe
Alma Sahagian
Ann Sarkis
Robert Spayne
Irene Burkis Tibert
Anita Reeder
Sally Watters

Tellers

Jeffrey Beane
Diane Cameron

Annual Town Meeting

April 12, 2004

At the Annual Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough, MA on Monday, April 12, 2004 at 7:00 PM the following ARTICLES were voted on in a legal manner. There was a quorum present (150 Voters = quorum); 294 voters were present.

Checkers:	Janet Mattioli Gail Rowe Lois Denman Delia Mulvaney	Lidia Kiley Linda Hubley Alice Brenda Gaffney
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The following were appointed by Moderator John Wilson and sworn-in by Town Clerk, Paul J. Berry:

Tellers:	Donald A. Neal Donato A. Infante, Jr. Charles P. Aspesi	Jeremiah D. McGillicuddy Paul M. Cimino Dale E. Veeneman
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The Town Moderator, John H. Wilson, called the meeting to order at 7:35 p.m.

With a hearty round of applause, it was noted that John H. Wilson has been serving as Town Moderator for 20 years.

The Colors were presented by Junior Girl Scout Troop 2798.

A moment of silence was held in memory of those persons who have served the Town in the past:

Raymond Ripley Allen Edgar A. Phaneuf, Jr. Dorothy Anne Boland Austin M. Maguire	Frank W. Cain, Jr. Eva M. Ramelli Mary E. White Joseph M. McManus
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Moderator Wilson had requests from the following non-voters to attend the Annual Town Meeting.

There being no objections from the floor, it was voted to allow the above non-voters to remain:

Brian Ballantine, Treasurer/Collector
Gene Carlo, Superintendent-Director Assabet School
Paul T. Cibelli, Principal Assessor
Clare Curran, Library Director
Caitlin Curran, daughter of Library Director
Basilio Diaz, Facilities Manager
Kathryn Garcia, Director of Recreation
Charles Gobron, Director of Curriculum/Instruction
Vanessa D. Hale, Assistant Town Administrator

Annual Town Meeting (continued)

Bradford Jackson, Assistant Superintendent of Schools
Peter Johnson, Building Inspector
Vera L. Koliass, Town Planner
John Kustigian, Business Manager Assabet School
Stephen LeDuc, State Representative
Pam LeFrancois, Senior Center Director
John D. Mauro, Jr., Fire Chief
Victoria Mauro, Fire Chief's Daughter
Ryan McNamara, Program Coordinator, Recreation
Robert E. Melican, Superintendent of Schools
Dawn E. Michanowicz, Assistant Town Clerk
Michelle Muellenberg, MetroWest Daily News
Paul C. Pisinski, Public Health Director
Vic Robidoux, Fire Department
Laurie Sugarman-Whittier, Director of Youth and Family Services
William H. Webber, Police Chief
Marshall Wolff, MetroWest Daily News

The boundaries of the Auditorium were outlined by the Moderator to include all of the floor area. The cafeteria was set up for the non-registered (non-voting) public to view Town Meeting from a television with live cable viewing of the Town Meeting.

Moderator Wilson noted the receipt of the return of the posting of the Warrant for the Annual Town Meeting by the Constable.

MOTION MADE: To waive the reading of the entire Warrant.

MOTION CARRIES UNANIMOUSLY.

At this time, a round of applause was given to David W. Parry for his years of service as Board of Selectmen to the Town.

ARTICLE 1: To hear reports of the various Town Officers and Committees and to take such action thereon as the Town may vote. (Proposed by the Board of Selectmen)

MOTION MADE: That the Town hear reports of the various Town Officers and Committees from: Board of Selectmen, Advisory Committee, Southborough School Committee, Assabet Valley Scholarship Committee, School Building Committee, Recycling Committee, Municipal Facilities Committee.

MOTION VOTED UNANIMOUSLY.

At 8:50 p.m. it was voted unanimously to temporarily adjourn the Annual Town Meeting until the completion of Special Town Meeting.

Special Town Meeting
April 12, 2004

At the Special Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough, MA on Monday, April 12, 2004 at 7:30 PM the following ARTICLES were voted on in a legal manner. There was a quorum present (150 Voters = quorum); 294 voters were present.

Checkers:	Janet Mattioli Gail Rowe Lois Denman Delia Mulvaney	Lidia Kiley Linda Hubley Alice Brenda Gaffney
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The following were appointed by Moderator John Wilson and sworn-in by Town Clerk, Paul J. Berry:

Tellers:	Donald A. Neal Donato A. Infante, Jr. Charles P. Aspesi	Jeremiah D. McGillicuddy Paul M. Cimino Dale E. Venneman
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The Town Moderator, John H. Wilson, called the meeting to order at 8:51 p.m.

Moderator Wilson had requests from the following non-voters to attend the Special Town Meeting. There being no objections from the floor, it was voted to allow the non-voters to remain:

Brian Ballantine, Treasurer/Collector
Gene Carlo, Superintendent-Director Assabet School
Paul T. Cibelli, Principal Assessor
Clare Curran, Library Director
Caitlin Curran, daughter of Library Director
Basilio Diaz, Facilities Manager
Kathryn Garcia, Director of Recreation
Charles Gobron, Director of Curriculum/Instruction
Vanessa D. Hale, Assistant Town Administrator
Bradford Jackson, Assistant Superintendent of Schools
Peter Johnson, Building Inspector
Vera L. Kolias, Town Planner
John Kustigian, Business Manager Assabet School
Stephen LeDuc, State Representative
Pam LeFrancois, Senior Center Director
John D. Mauro, Jr., Fire Chief
Victoria Mauro, Fire Chief's Daughter
Ryan McNamara, Program Coordinator, Recreation
Robert E. Melican, Superintendent of Schools
Dawn E. Michanowicz, Assistant Town Clerk
Michelle Muellenberg, MetroWest Daily News
Paul C. Pisinski, Public Health Director
Vic Robidoux, Fire Department

Special Town Meeting (continued)

Laurie Sugarman-Whittier, Director of Youth and Family Services
William H. Webber, Police Chief
Marshall Wolff, MetroWest Daily News

The boundaries of the Auditorium were outlined by the Moderator to include all of the floor area. The cafeteria was set up for the non-registered (non-voting) public to view Town Meeting from a television with live cable viewing of the Town Meeting.

Moderator Wilson noted the receipt of the return of the posting of the Warrant for the Special Town Meeting by the Constable.

It was voted unanimously to waive the reading of the Special Town Meeting Warrant.

ARTICLE 1: To see if the Town will vote to transfer from available funds and appropriate the sum of \$22,085.40 from Receipts Reserved for Appropriation Betterments (Fund 23) to the General Fund Debt Account, Fiscal Year 2004, or do or act anything in relation thereto.
(Proposed by the Board of Selectmen)

MOTION MADE: That the Town vote to transfer the sum of \$22,085.40 from Receipts Reserved for Appropriation Betterments (Fund 23) to the General Fund Debt Account, Fiscal Year 2004.

MOTION VOTED UNANIMOUSLY.

ARTICLE 2: To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds and appropriate the sum of \$9,811 to add to the Fire Department budget for FY 05 for the purpose of funding the collective bargaining agreement between the Town and Local 3129 of the International Association of Firefighters, or do or act anything in relation thereto.
(Proposed by the Board of Selectmen)

MOTION MADE: To see if the Town raise and appropriate the sum of \$1.00 for the purpose of funding the collective bargaining agreement between the Town of Southborough and Local 3129 of the International Association of Firefighters FY05.

MOTION VOTED UNANIMOUSLY.

ARTICLE 3: To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds and appropriate a sum of money to add to the Department of Public Works budget for FY05 for the purpose of funding the collective bargaining agreement between the Town and the American Federation of State, County and Municipal Employees, Council 93, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

MOTION MADE: To Postpone Indefinitely.

MOTION VOTED UNANIMOUSLY.

MOTION MADE: To dissolve SPECIAL TOWN MEETING.

Special Town Meeting (continued)

MOTION VOTED UNANIMOUSLY.

At 8:57 p.m. the SPECIAL TOWN MEETING was dissolved.

MOTION MADE: Motion to resume ANNUAL TOWN MEETING.

MOTION VOTED UNANIMOUSLY.

At 8:58 p.m. the Town Moderator resumed Annual Town Meeting.

*Annual Town Meeting
Adjourned Session
April 12, 2004*

ARTICLE 2: To see if the Town will vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, New England Regional Primate Research Center, L'Abri Fellowship, The New England Center for Children, Chapel of the Cross, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted, or do or act anything in relation thereto.
(Proposed by the Board of Selectmen)

MOTION MADE: That the Town accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, New England Regional Primate Research Center, L'Abri Fellowship, The New England Center for Children, Chapel of the Cross, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted.

MOTION VOTED UNANIMOUSLY.

ARTICLE 3: To see if the Town will vote to amend the Code of the Town of Southborough by amending Chapter 3 by inserting a new section, Section 3-9, Donations and Acquisitions

§ 3-9 Donations and Acquisitions

That all town departments, except those under the supervision of the various elected school committees, prior to the acquisition by grant, gift, lease or other means of capital equipment, real property or capital assets by any town department, employee, board or official except as specifically budgeted and approved by Town Meeting, the parties making such acquisition shall:

- A. Provide the Board of Selectmen with a written description of the equipment, real property or capital asset to be acquired. The Board of Selectmen shall approve the acquisition by majority vote, and;

Annual Town Meeting (continued)

- B. Also provide the Board of Selectmen with a written estimate of annual maintenance costs, annual operating costs, and a description and cost of ancillary support systems and equipment that are required for the effective utilization of the equipment, real property or asset. These estimates shall be for a period equal to the life of the equipment, real property or capital asset or 5 years, whichever is less. The Board of Selectmen shall approve these estimates by majority vote.
- C. Shall the Board of Selectmen fail to approve either option as noted above, the equipment, capital asset or real property shall not be acquired.

, or do or act anything in relation thereto. (Proposed by the Capital Budget Committee)

MOTION MADE: That the Town amend the Code of the Town of Southborough by amending Chapter 3 by inserting a new section, Section 3-9, Donations and Acquisitions as printed in the Warrant.

MOTION CARRIES BY MAJORITY VOTE.

ARTICLE 4: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2004 in accordance with the provisions of General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

MOTION MADE: That the Town authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2004 in accordance with the provisions of Massachusetts General Laws, Chapter 44, Section 17, and to issue a note or notes as may be given for a period of less than one year in accordance with General Laws, Chapter 44, Section 17.

MOTION VOTED UNANIMOUSLY.

ARTICLE 5: To hear the report of the Capital Budget Planning Committee, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

MOTION MADE: That the Town hear the report of the Capital Budget Planning Committee.

MOTION VOTED UNANIMOUSLY.

ARTICLE 6: To see if the Town will vote to amend the Code of the Town of Southborough, Chapter 3, by adding a new section, 3-10, Mileage Reimbursement:

§ 3-10 Mileage Reimbursement Rate

The rate for mileage reimbursement for all Town employees and officials, regardless of department or agency of the Town, shall be identical to the mileage rate adopted by the Internal Revenue Service (IRS) for business use. The Board of Selectmen may from time to time issue rules and regulations to carry out this section.

Annual Town Meeting (continued)

, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

MOTION MADE: That the Town amend the Code of the Town of Southborough, Chapter 3, by adding a new section, 3-10, Mileage Reimbursement as printed in the Warrant.

MOTION MADE: To Postpone Indefinitely

MOTION CARRIES BY MAJORITY VOTE.

ARTICLE 7: To see if the Town will vote to delete the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL, and insert in its place the following:

**SALARY ADMINISTRATION PLAN AND PERSONNEL BY-LAWS
OF THE TOWN OF SOUTHBOROUGH**

PREAMBLE

This by-law establishes a Salary Administration Plan for the Town of Southborough, which classifies the several position classifications in the Town services into groups, establishes salary schedules, establishes employee benefits and establishes a Personnel Board to administer the by-law and to represent the interest of both the taxpayers and the Town employees covered by the by-law.

The positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special, casual Civil Service or any other, other than those positions filled by popular election, those under the direction and control of the School Committee, and those encompassed in any officially recognized labor union and/or association, are hereby classified by titles in the groups listed in Schedule A, entitled "Classification Schedule," as set forth in Section 21 of the by-law.

The classification of positions which are subject to the Welfare Compensation Plan of the Commonwealth of Massachusetts and the scheduled rates therefore effective July 1, 1966 with subsequent amendments, if any, and the applicable provisions of the Massachusetts General Laws relating to the application of rates set forth in the aforementioned Welfare Compensation Plan are hereby incorporated by reference.

SECTION 1. DEFINITIONS AND TERMS

As used in this by-law, the following words and phrases shall have the following meanings unless a different construction is clearly required by the context or by the laws of the Commonwealth:

"Administrative Authority," the elected or appointed official or board having jurisdiction over a function or activity.

"Anniversary Year," is that year commencing on the first day of employment and terminating 365 days thereafter.

Annual Town Meeting (continued)

“Base Pay,” is the compensation paid for the purposes of determining retirement credits and contributions for Town employees by the Town of Southborough.

The Town shall contribute funds as required for each eligible employee in accordance with the procedures and formula established by the Worcester Regional Retirement System and the by-laws of the Town of Southborough.

Contributions shall be made by the Town for:

1. Wages earned during the first eight (8) hours worked in any one day. No contributions shall be made for hours worked in excess of 40 hours per week.
2. Any lump sum bonus that is guaranteed as outlined in the Salary Administration Plan and the Personnel By-Laws of the Town and any collective bargaining agreement in force. Examples of lump sum bonuses are longevity pay and educational bonuses.
3. Vacation pay except when paid in lieu of taking vacation.
4. Sick pay.
5. Holiday pay.

“Casual Position,” a position calling for part-time employment, which service does not constitute continuous service; this service is rendered occasionally and without regularity according to the demand therefore.

“Civil Service Law,” Chapter 31 of the General Laws of the Commonwealth as amended and all rules and regulations made thereunder; and any special law enacted by the General Court regulating the classification compensation and conditions of employment of officers and employees of the Town under Chapter 31.

“Class,” a group of positions in the Town service sufficiently similar in respect to duties and responsibilities so that the same descriptive title may be used to designate each position allocated to the class, that the same qualifications shall be required of the incumbents, that the same tests of fitness may be used to choose qualified employees and that the same scale of compensation can be made to apply with equity.

“Classification Schedule,” the titles in Schedule A, B, C, D, E and F of Section 21 of this by-law.

“Compensation Grade,” a range of salary or wage rates appearing in Schedules A, B, C, D, E and F.

“Continuous Full-Time Service,” employment requiring a predetermined minimum work period and uninterrupted except for authorized vacation leave, sick leave, bereavement leave, or other leave of absence.

Annual Town Meeting (continued)

“Continuous Employment,” full-time or part-time employment uninterrupted except for authorized vacation leave, sick leave, bereavement leave, or other leave of absence.

“Department,” a functional unit of Town government composed of one or more employees.

“Department Head,” the person appointed to be responsible for carrying out the duties of a Department.

“Exempt Employee,” Any employees who are paid a weekly salary.

“Employee,” an employee retained in full-time employment.

“Full-Time Employment,” employment for not less than 20 hours per week for fifty-two weeks per annum, minus legal holidays and authorized vacation leave, sick leave, bereavement leave, and other leaves of absence.

“Group,” a group of classes appearing in Schedules A, B, C, D and E of Section 21.

“Increment,” the dollar or percentage difference between step rates.

“Maximum Rate,” the highest rate in a range which an Employee normally is entitled to attain.

“Minimum Rate,” the rate in a range which is normally the hiring rate of a new employee.

“Non-exempt Employee,” Any employees who are paid an hourly wage.

“Part-Time Employee,” an employee working in part-time employment.

“Part-Time Employment,” employment for less than Full-Time Employment, as defined above.

[Personal Rate deleted]

“Position,” an office or post of employment in the Town service with duties and responsibilities calling for the Full-Time or Part-Time employment of one person in the performance and exercise thereof, or more than one person sharing the same position.

“Position Class,” same as “Class,” (a class may include only one position, in which event it is defined as a “single position class”).

“Promotion,” a change from a position of lower class and compensation grade to a position with greater responsibilities in a higher class and compensation grade.

“Range,” the dollar difference between minimum and maximum rates of the assigned grade.

Annual Town Meeting (continued)

“Rate,” a sum of money designated as compensation for personal services on an hourly, weekly, monthly, annual or other basis.

“Salary Schedule,” Schedule B of Section 21.

“Single Rate,” a rate for specific position class which is not in a designated range.

“Special Position,” a position calling for Part-Time employment which, although constituting continuous employment, is not rendered during prescribed working hours, daily, weekly, or annually, but is rendered as required according to the demands for such service.

“Step Rate,” rate in a range of compensation grade.

“Temporary Employee,” (1) an employee retained in a temporary position as defined herein; (2) any employee holding a temporary appointment under Civil Service Law who does not also have permanent status thereunder.

“Temporary Position,” or “Seasonal Position,” any position in the Town service which requires or is likely to require the service of one incumbent for a period not exceeding six calendar months, either on a Full-Time or Part-Time basis.

“Town,” the Town of Southborough.

SECTION 2. TITLES OF POSITIONS

No persons shall be appointed, employed or paid as an employee in any position subject to the provisions of the Salary Administration Plan and Personnel By-Laws under any title other than those of the Classification Schedule, or under any title other than that of the job, the duties of which are actually performed. The job title in the Classification Schedule of the Plan shall be the official title for all purposes having to do with the position and shall be used to designate the position in all payrolls, budget estimates and official reports, and in every other connection involving personnel and fiscal processes.

SECTION 3. NEW OR CHANGED POSITIONS

Before a new position is established, or the duties of an existing position are so changed that a new level or work demand exists and in effect a new position is created, upon presentation of substantiating data satisfactory to the Personnel Board, the Board shall rate such new changed position and allocate it to its appropriate classification grade and establish the rate change therefore.

SECTION 4. RECLASSIFICATION OF EMPLOYEES

No position may be reclassified to a classification in another grade, either higher or lower, until the Personnel Board shall have determined such a reclassification will be consistent with the provisions of the Salary Administration Plan and Personnel By-Laws.

SECTION 5. JOB DESCRIPTIONS AND INTERPRETATIONS

The Personnel Board shall maintain written job descriptions of the position classes in the Classification Schedule of the Plan, each consisting of a statement describing the essential nature of the work and characteristics that distinguish the class from other classes. Department Heads

Annual Town Meeting (continued)

shall be required to retain current job descriptions and to submit revisions to the Personnel Board after review by the Board of Selectmen or their designated appointee or the appropriate Commissioners or Trustees. The description for any class shall not limit what the duties or responsibilities of any position shall be, or to modify or in any way affect the power of any administrative authority to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

SECTION 6. COMPENSATION

a. The weekly pay period shall begin at 12:01 a.m. Thursday and shall end at 12:00 a.m. the following Wednesday.

b. Non-exempt employees subject to this Salary Administration Plan shall be paid time and one-half hours worked in the excess of eight (8) in a calendar day and/or 40 hours in one calendar week, provided such hours of work have been authorized by the Department Head.

In addition, all service outside of a non-exempt employee's regularly scheduled tour of duty shall be at the overtime rate. Any employee who is recalled to duty hereunder shall be paid at the overtime rate for all such time and shall be guaranteed a minimum of two (2) hours overtime recall pay.

c. The Salary Schedule of the Salary Administration Plan and Personnel By-Laws set forth as Schedules A, B, C, D, E and F of Section 21 of this by-law, shall consist of the maximum and minimum salaries, in the Classification Schedule. The salary grade shall be the salary range for all position classes allocated to that grade.

d. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties such as mileage, meals, lodging, dues or similar job-related expenses shall be paid in addition to their compensation. All such payments shall be made as other charges and expenses to the extent budgeted by each department, board or commission. The rate of reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.

SECTION 7. ADJUSTMENT POLICIES

a. Every employee subject to this plan and who is in continuous Full-Time service of the Town, computed from the date of his/her latest employment, shall be eligible annually for consideration of a merit increase advance to the next higher step rate, one year from the date of his/her latest increase. Such increase is not to exceed one step rate in any single twelve month period until the maximum of the grade is obtained, subject to the approval of the Department Head, and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and the Personnel Board. An evaluation of the employee's performance, in format approved by the Personnel Board, must accompany a letter requesting a merit increase. The Employee shall appear before the Personnel Board prior to it acting on any request for a merit increase. Any employee denied such an increase has the right to appeal, in writing to the Personnel Board, which shall confer with the employee, the Department Head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter. The Personnel Board shall approve all adjustments, in advance.

Annual Town Meeting (continued)

b. Regular Part-Time employees in Schedule C shall be eligible for consideration for merit increases within their grade (between 0 and 4%) one year from the date of their last increase. Special, casual and other Part-Time personnel for whose positions there is a single rate established in Schedule D of Section 21, shall not be eligible for step rate increases.

SECTION 8. TRANSFERS AND PROMOTIONS

a. An employee who is promoted to a job with a higher rate range, or rate of pay shall enter it at the rate recommended by the Department Head with the approval of the Personnel Board, but in no event at a rate in excess of the maximum for such job. The employee may also receive at the time a one step rate increase, provided the maximum for the job is not exceeded, if the Department Head recommends that qualifications and performance warrant it and the Personnel Board approves. If the Department Head feels that there should be a trial period before recommending the promotional one step rate increase, on recommendation of the Department Head, the Personnel Board may approve such a deferred promotional increase at the conclusion of the trial period, not to exceed three (3) months.

b. An employee transferred to a job with a lower rate range, or rate of pay, shall enter it at the rate paid for the previous position or at the maximum rate for the job, whichever is the lower, provided the Personnel Board approves. The employee shall have a right to appeal to the Personnel Board and to be heard thereon, and the Personnel Board shall decide the matter.

SECTION 9. NEW PERSONNEL

a. Physical examinations are required of all employees before being hired consistent with the Town's policies.

b. The hiring rate shall be the minimum of the rate range of the job for which the new employee is hired, unless otherwise authorized by the Personnel Board. Department Heads shall notify the Personnel Board of the hiring of all personnel and their hiring rates.

c. For new regular Full-Time and new regular Part-Time personnel for whose positions there is a rate range and step rates, the first six months of employment shall be a probationary period at the end of which the employee may advance one step rate, provided that the Department Head and the Personnel Board decide the employee's performance warrants it. The employee shall thereafter be reviewed for a step rate increase one year from the date of the employee's latest increase. This probationary step rate increase shall apply only at the start of employment and shall not apply in case of transfer or promotion from one job to another.

d. During a new employee's probationary period the employee will earn vacation, sick and personal time in accordance with the schedules set forth in Section 11 b (1) and c (4).

SECTION 10. DEPARTMENT BUDGETS

Each Department Head shall include in the annual budget a pay adjustment section to provide funds for anticipated pay adjustment during the ensuing year, expenditures to be made there from only in accordance with the Salary Administration Plan and Personnel By-Laws with the approval of the Personnel Board.

Annual Town Meeting (continued)

SECTION 11. EMPLOYEE BENEFITS

Employee benefits, such as holiday and vacation with pay, sick leave and other such matters, are a cost item to the Town and a form of "indirect pay," and included in the coverage of the Salary Administration Plan and Personnel By-Laws, both those included in the Plan at its adoption and any other which may be included in the future.

a. Holidays with Pay

Each eligible Employee shall receive one day's pay at their regular straight time rate for the following holidays:

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
Presidents' Day	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day	Christmas Day
	Day before <u>or</u> after Christmas Day

To be eligible for holiday pay, an Employee must work both their regular scheduled day preceding and their regular scheduled day following the holiday, or be excused from work pursuant to the provisions for absences with pay listed in the next Section.

An Employee whose regular day off falls on a holiday may elect to have one day off with pay in the following week in lieu of holiday pay, providing the choice of day is approved by the Department Head.

Details as to administrative policies and practices relative to holidays with pay shall be prepared and established under the direction of the Personnel Board.

b. Vacations with Pay

- (1) Regular Full-Time Employees who have been in the continuous employ of the Town, as such, shall be paid their regular week's pay or portion thereof as vacation pay in accordance with the following schedule:

Employed for	Hours Earned per month
0-5 years	6.666 hours per month
5-10 years	10.0 hours per month
10-15 years	13.333 hours per month
15-20 years	16.666 hours per month
20 years or more	20.0 hours per month

- (2) New employees entering into a position with the Town of Southborough from a similar position in another municipality or similar government agency, will, at the recommendation of the hiring authority, and the approval of the Personnel Board, be allowed to enter into the vacation

Annual Town Meeting (continued)

schedule using their years of service from their prior employment. The probationary period would still apply and no more than three weeks vacation could be used within the first year of employment with the Town of Southborough.

- (3) Vacations shall be granted by Department Heads at such time as, in their opinion, will cause the least interference with the performance of the regular work of the Departments. An Employee shall be permitted to carry over up to one year's earned vacation. The Employee must have the Department Head's approval to take any portion of a prior year's unused vacation in addition to the days earned in the current fiscal year.
- (4) Vacation accrual shall be increased based on the above schedule, and shall be effective on the anniversary of the employee's date of hire.
- (5) If, in the opinion of the Department Head, there are unusual circumstances that warrant it, an Employee may, upon request, continue at work and receive vacation pay in lieu of taking vacation.
- (6) In the event of termination of employment, which is caused through no fault of the Employee, or by reason of retirement, the Employee shall be paid, or be entitled to time off with pay, for any accumulated vacation time prorated on the basis of service since the Employee's preceding vacation. In the event of the death of any Employee, any accumulated vacation pay shall be paid to the Employee's estate.
- (7) Vacation administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

c. Sick Leave

- (1) All regular Full-Time Employees shall be entitled to fifteen (15) days sick leave per year. Unused sick leave may be accumulated without limitation. Pay for each day of sick leave shall be at the rate of a regular day's pay. Absences on account of sickness in excess of that authorized may, at the discretion of the Department Head and the Personnel Board, be charged to vacation leave. Sick leave shall be payable only in cases of bona fide illness, non-work-connected accident, or work-connected accidents not covered by Massachusetts General Laws annotated Chapter 152 (Workers' Compensation). At retirement, the Town will pay the Employee twenty (20%) of the Employee's then-accumulated sick leave.
- (2) Employees who because of sickness or a non-work-connected accident are absent for a period of more than three (3) days shall be required to present a doctor's certificate to their Department Head stating reason and period of time the Employee will be absent from work. The above section is not to be construed by an Employee or Department Head for

Annual Town Meeting (continued)

time off for any sickness caused by over-indulgence in alcohol or narcotics or by his or her misconduct.

- (3) An Employee may use up to seven (7) of the allowed fifteen (15) days of sick leave for the care of a sick family member who, in the opinion of the Department Head, is closely associated with the Employee.
- (4) Details as to sick leave administrative policies and practices shall be as prepared and established under the direction of the Personnel Board. Each employee under this plan shall accrue 10 sick hours per month, equaling 120 hours annually (15 sick days); part-time employees will be compensated by a formula based on hours worked per week.

d. Personal Days

Each Employee shall be entitled to three (3) personal days per year. A Department Head may honor the request for a personal day made by any member of their Department who may have a normally accepted need for a personal day. However, in no event shall personal days for any one Employee exceed three days per year nor shall personal days accumulate from year to year. Personal days shall be granted annually on an employee's anniversary date. New employees shall be granted three (3) personal days when they commence employment.

e. Workers' Compensation

Workers' Compensation benefits shall be paid in accordance with the Town's Worker's Compensation Plan.

f. Military Leave

An employee in Full-Time employment in the military reserve shall be paid the difference between compensation received while on reserve duty and regular compensation rates paid to that employee by the Town. Such payment by the Town shall be limited to a period not to exceed two weeks in any twelve-month period and shall not include payment to members of the National Guard who may be mobilized during an emergency in the Commonwealth.

g. Jury Duty

Any employee who is called to jury duty shall receive an amount equal to the difference between their normal compensation and the amount (excluding any travel allowance) received from the court, upon presentation of evidence of the amount paid by the court.

h. Miscellaneous Paid Time Off

Working time lost from regularly scheduled work days for reasons listed below shall be without loss of pay, provided such lost time is with authorization of the Department Head:

- (1) **Bereavement leave** - In the event of the death of a spouse, father, mother, children, father-in-law, mother-in-law, brother or sister, grandparent or

I Town Meeting (continued)

of any person residing with the family of an employee, such employee shall be entitled to receive three (3) days leave for the purpose of the funeral arrangements and burial of said deceased. In the event that travel is required out of state, the Department Head in his or her discretion may authorize two (2) additional days of travel time.

- (2) Inoculation required by Municipal Employer.
- (3) Red Cross blood donation authorized by the Department.
- (4) Medical examinations required by employer.
- (5) Attendance at educational programs required or authorized by Town or Department.

i. Court Time Pay

Any employee who normally is on duty at night, or is on vacation, furlough or day off, who is required to attend Court as a witness or in any other capacity arising from the performance of his/her duty or in behalf of the Commonwealth or the Town in any civil or criminal case pending in any Court or before any official governmental board or agency shall be entitled to overtime compensation for every hour or fraction thereof during which they attend or appear, but in no event less than three (3) hours of such overtime pay.

j. Employee Educational Support

(1) Degree Incentives

All Full-Time employees subject to the provisions of the Salary Administration Plan and Personnel By-Laws who have earned credits leading to a degree while an employee of the Town in a field applicable to their position in a degree granting program from an accredited college or university, shall receive a one-time bonus, according to the following schedule:

Associates Degree	\$800.00
Bachelors Degree	\$1,200.00
Masters Degree	\$1,500.00

A copy of the completed transcript or diploma or other appropriate evidence of the completed degree must be presented to the Department Head and a copy to the Board of Selectmen who shall maintain complete and ongoing records for participants.

(2) Tuition Reimbursement

The Town will provide tuition reimbursement to any full time employee, provided that the course is accredited and pertains to the employee's specific job or position. Such information shall be presented to the Department Head, in writing, prior to enrollment in the course.

Annual Town Meeting (continued)

(3) Approval

The employee must meet the following conditions to obtain the commitment of Town funds prior to registration by the employee:

- (a) Obtain the approval of either:**
 - (i) The Department Head and the Board of Selectmen or their designated appointee, or**
 - (ii) The appropriate Commissioners or Trustees and the Personnel Board, or**
- (b) The employee assumes responsibility for payment; and**
- (c) An approved purchase order is issued prior to registration by the employee's Department Head.**

(4) With respect to Tuition reimbursement, the employee must attain a grade for the course of "C" or better and present written verification of such grade to the Department Head.

l. Maternity/Paternity Leave

(1) Any employee who has completed the initial probationary period of six months, who is absent from such employment for a period not exceeding twelve weeks for the purpose of giving birth, caring for a newborn child or adoption of a child, said period to be hereinafter called maternity or paternity leave, and who shall give at least two weeks' notice to his/her Department Head or supervisor of departure and intention to return, shall be restored to his/her previous or a similar position with the same status pay, length of service credit and seniority, where applicable, and other employment benefits for which he/she was eligible on the date his/her leave commenced.

(2) Accrued sick leave benefits shall be provided for maternity/paternity leave purposes under the same terms and conditions which apply to other temporary medical disabilities.

(3) Such maternity/paternity leave shall not affect the employee's right to receive vacation time, sick leave, bonuses, advancement, seniority, length of service credit benefits, plans or programs for which he/she was eligible at the date of his/her leave, and any other advantages or rights of his/her employment incidental to his/her employment position.

m. Group Insurance

The Town will contribute fifty percent (50%) of the cost of an indemnity plan for medical coverage or ninety percent (90%) of the cost of the Health Maintenance Organization plan.

Annual Town Meeting (continued)

SECTION 12. LEAVE OF ABSENCE

a. A leave of absence for valid reasons may be granted by a Department Head, but shall be without compensation.

b. Leaves of absence of over three months' duration, except military leave, shall be considered a break in employment, and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months has been authorized by the Personnel Board.

SECTION 13. TRANSITIONS BETWEEN FULL-TIME AND PART-TIME STATUS

a. A Part-Time employee shall be eligible for Full-Time (employee) status when the employee has worked over 20 hours a week for a period of at least three consecutive months. This status change requires prior approval by the appropriate Department Head.

b. A Full-Time employee whose hours of employment total less than 20 hours per week, exclusive of legal holidays and authorized vacation leave, sick leave, bereavement leave and other authorized leaves of absence for a period of more than three consecutive months shall be considered to be a Part-Time employee.

SECTION 14. APPOINTMENT OF "ACTING" DEPARTMENT HEADS

a. The Board of Selectmen or the appropriate commissioners or trustees may appoint, where necessary, in the case of the absence of a Department Head for three (3) consecutive weeks, excluding vacation periods, an "Acting" Department Head.

b. These "Acting" employees shall be compensated at an additional step rate of 10% per week. Such pay shall be retroactive only upon the conclusion of three (3) consecutive weeks of service by the "Acting" Department Head.

c. While on "Acting" status, which should be no longer than three (3) months, an employee shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.

SECTION 15. PERSONNEL BOARD

a. There shall be a Personnel Board to administer the Salary Administration Plan and Personnel By-Laws. Said Board to be appointed by the Moderator, consisting of five voters other than employees of the Town or those regularly serving the Town in any elective capacity. They shall serve without compensation.

b. Future appointments shall be for three years. The Moderator shall fill any vacancies. All members shall continue to hold office until their successors have been appointed and qualified. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds thereof.

SECTION 16. DUTIES OF THE PERSONNEL BOARD

a. The Personnel Board shall administer the Salary Administration Plan and Personnel By-Laws and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan.

Annual Town Meeting (continued)

b. The Board shall meet annually in July and organize by the choice of a Chairman and Clerk. The Board shall meet at least monthly, except for the month of August. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan and Personnel By-Laws.

c. The Personnel Board shall maintain records of all employees subject to this Plan, included therein such information as it deems desirable, including without limitation personnel evaluations. Such records are to be kept by the Assistant Town Administrator, under the direction of the Personnel Board. Department Heads shall furnish such information as shall be requested by the Board. The Town Accountant shall also assist the Personnel Board in reviewing matters covered by the Plan and shall bring any issues relating to payment or accounting to the attention of the Board prior to payment.

d. The Personnel Board, from time to time, shall review the Classification Schedule and administration policies of the Salary Administration Plan and Personnel By-Laws. The Personnel Board may tentatively add a new class to the Classification Schedule or reallocate an existing class to a different compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan and Personnel By-Laws at the next Annual Town Meeting.

e. On or before November 10th of each year the Personnel Board may vote an annual adjustment to the Classification Schedule and establish the effective rate for Step 9 employees of each grade for the next fiscal year, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan and Personnel By-Laws at the next Annual Town Meeting. The Personnel Board shall base any annual adjustments upon available relevant information, including, but not limited to U.S. Department of Labor Cost of Living indices and salaries paid by equivalent towns for comparable positions.

f. Notwithstanding the foregoing the Personnel Board shall reserve the right to vote no adjustment as long as such determination is voted on or before November 10th of each year.

g. The Personnel Board shall, from time to time, review the Salary Schedule and administration policies of the Salary Administration Plan and Personnel By-Laws. It shall keep informed as to pay rates and policies outside the services of the Town, and shall recommend to the Town any action which it deems desirable to maintain a fair equitable pay level.

h. Matters that are sent to the Chairman of the Personnel Board by registered mail must be brought before the Board at its next scheduled meeting. Failure of the board to vote to approve or disapprove requests within thirty (30) days of that meeting shall constitute approval of the request. In addition, notice in writing shall be forwarded to the concerned employee and respective Department Head within three (3) days of the Board's decision. Notwithstanding, if the Personnel Board shall so request and the concerned employee and his/her Department Head shall mutually agree, a reasonable extension of these time periods may be granted.

i. Upon recommendation of a Department Head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, said Board may authorize an entrance rate higher than the minimum rate for a position, and such other

Annual Town Meeting (continued)

variances in the Salary Administration Plan and Personnel By-Laws as it may deem necessary for the proper functioning of the services of the Town, and to effectuate the basic intent of the Plan.

SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD

a. All employees presently covered by this Plan shall have the right to request an appointment to confer with the Board on any matter which is of interest or concern to them and which is covered by the Salary Administration Plan and Personnel By-Laws. The employee shall notify the Department Head in writing in advance of his/her desire to discuss the matter with the Board. One of the duties of the Board shall be to foster mutual understanding and good will with the personnel of the Town.

b. To facilitate this, if any employee should feel aggrieved by the operation of any provision of the Plan, he/she shall first discuss the matter with his/her Department Head, in a mutual effort to clear up any problems or misunderstanding.

c. If two weeks after such a conference, a satisfactory understanding and solution of the problem has not been reached, then either the Department Head or the employee may take the matter to the Board. The Board shall hear the parties not later than its next regular meeting. There shall be no discrimination or prejudice by a Department Head against any employee who may take a matter to the Board.

SECTION 18. AMENDMENT OF THE PLAN

The Salary Administration Plan and Personnel By-Laws may be amended in the same manner in which Town By-Laws may be amended; provided, however, that no amendment to the Plan shall be made until it has been presented by a signed petition addressed to and submitted to the Personnel Board, and acted upon by the Board. Upon receipt of such a written petition, the Board, after giving the petitioners, the Department Heads and employees affected at least one week's written notice, shall hold a hearing of the parties interested to consider the proposed amendment. If the Personnel Board shall approve of any such proposed amendment, it shall take the proper steps to bring the proposed amendment before the next annual Town Meeting for its consideration and action. If the Personnel Board shall disapprove any such proposed amendment, and failure to act thereof within fifteen days after the hearing shall be deemed disapproved, the petition may then be presented to the next Annual Town Meeting for its consideration and action, if so desired. The Board of its own motion, after a similar hearing and/or conference with parties interested, may propose an amendment to the Plan.

SECTION 19. CIVIL SERVICE LAW

Nothing in this by-law, or in the Salary Administration Plan and Personnel By-Laws, shall be construed to conflict with Chapter 31 of the General Laws, which is the Chapter dealing with the Civil Service Law.

SECTION 20. SEVERABILITY PROVISION

In the event that any provision of this by-law, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to effect the validity of any other provision, or application thereof, of this by-law.

Annual Town Meeting (continued)

SECTION 21: CLASSIFICATION SCHEDULE

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
I	30,000	30,900	32,136	33,421	34,758	36,149	37,595	39,099	*
II	35,000	36,050	37,492	38,992	40,551	42,173	43,860	45,616	*
III	40,000	41,200	42,848	44,562	46,345	48,198	50,126	52,131	*
IV	45,000	46,350	48,204	50,132	52,138	54,223	56,393	58,648	*
V	55,000	56,650	58,916	61,273	63,724	66,273	68,925	71,682	*
VI	60,000	61,800	64,272	66,843	69,517	72,298	75,190	78,198	*
VII	75,000	77,250	80,340	83,554	86,896	90,372	93,988	97,747	*

Note 1: Step 9 of the Classification Schedule will be addressed per Section 16 (e) of this plan.

Note 2: 3% FY05 merit increase approved by the Personnel Board on November 24, 2003.

SCHEDULE A: FULL-TIME SALARY GRADED POSITIONS

Staff Librarian (Hourly).....	I
Maintenance Custodian (Hourly)	I
Maintenance Mechanic.....	II
Animal Control Officer.....	II
Assistant Director, Council on Aging.....	II
Outreach Coordinator	II
Program Coordinator, Recreation Commission.....	II
Assistant Director, Youth & Family Services	III
Children's Librarian.....	III
Staff Engineer	III
Assistant Town Administrator.....	IV
Director, Council on Aging	IV
Director of Recreation Commission	IV
Assistant Superintendent, DPW	V
Building Inspector.....	V
Facilities Manager	V
Library Director	V
Police Lieutenant (to expire 6/30/05)	V
Principal Assessor.....	V
Public Health Director	V
Town Accountant.....	V
Town Planner	V
Treasurer-Collector.....	V
Director, Youth & Family Services	V
Superintendent of Public Works	VII

SCHEDULE B:(Reserved)

SCHEDULE C: PART-TIME HOURLY GRADED POSITIONS

Seasonal Laborer	1
Library Page (P.T.)	1

Annual Town Meeting (continued)

Seasonal Laborer II.....	2
Summer Program Assistant, Youth Commission	2
Page, Library.....	3
Election Worker (P.T.)	3
Election Warden (P.T.)	4
Clerk, Library.....	5
Library Custodian	5
Substitute Custodian	5
Police Dispatcher	8
Secretary, Town Committee	8
Receptionist	8
Reserve Police Officer	9
Tree Warden	11
Administrative Assistant, Youth & Family Services.....	11

Hourly Rates for Part-Time Positions

Grade	Minimum	Maximum
1	\$5.15	\$7.70
2	\$8.34	\$12.35
3	\$8.84	\$12.98
4	\$9.26	\$13.78
5	\$9.71	\$14.49
6	\$10.25	\$15.22
7	\$10.73	\$15.95
8	\$11.26	\$16.77
9	\$11.82	\$17.62
10	\$12.54	\$18.66
11	\$13.87	\$20.70
12	\$21.00	\$28.00
13	\$29.00	\$41.00

SCHEDULE D: FIRE DEPT COMPENSATION (Positions not covered by Contract)

<u>Grade</u>	<u>Proposed Pay Structure</u>	<u>Drills</u>	<u>Boxes</u>	<u>Signal 55</u>
1	Firefighter (Entry Level)	0.00	0.00	0.00
2	Firefighter I Certified	18.00	16.00	16.00
3	Firefighter I/II Certified	19.00	17.00	17.00
4	Firefighter I Certified/Operator	20.00	18.00	18.00
5	Firefighter I/II Certified/Operator	21.00	19.00	19.00
6	EMT (Entry Level)	0.00	0.00	0.00
7	EMT	18.00	16.00	16.00
8	EMT-I	20.00	18.00	18.00
9	Firefighter I Certified/EMT	20.00	18.00	18.00
10	Firefighter I/II Certified/EMT	21.00	19.00	19.00
11	Firefighter I Certified/Operator/EMT	22.00	20.00	20.00
12	Firefighter I/II Certified/Operator/EMT	23.00	21.00	21.00
13	Lieutenant	24.00	22.00	22.00
14	Lieutenant/EMT	26.00	24.00	24.00

Annual Town Meeting (continued)

SCHEDULE E: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

Clerk, Board of Registrars	\$1,638.33
Registrar of Voters.....	\$205.66
Town Counsel (plus fees).....	\$1,704.33
Veterans' Agent and Director of Veterans' Services	\$9,836.68

SCHEDULE F – FEE BASED COMPENSATION (Recreation Seasonal Personnel)

Junior Playground Counselor	1
Senior Playground Counselor	2
Assistant Instructor	2
Assistant Supervisor	3
Monitors.....	3
Lifeguards	4
Instructors I.	5
School Monitors.....	6
Activity Coordinator	6
Program Driver	6
Coordinator/Supervisor.....	11
Instructor II.	12
Master Instructor.	13

LONGEVITY SCHEDULE

Full-Time Employees: 20 Hours or more Note: Compensated on an annual basis

After 5 years.....	\$400
After 10 years.....	\$600
After 15 years.....	\$700
After 20 years.....	\$850
After 25 years.....	\$1,000
After 30 years.....	\$1,200
After 40 years.....	\$1,500

MOTION MADE: That the Town amend the Salary Administration Plan by deleting it in its entirety and replacing it with a new Salary Administration Plan, as printed in the warrant, and further amend Section 11 m of the Salary Administration Plan, as printed in the warrant, by deleting it and inserting in its place the following:

m. Group Insurance

That the Town will contribute fifty percent (50%) of the cost of an indemnity plan for medical coverage or eighty percent (80%) of the cost of the Health Maintenance Organization plan.

MOTION CARRIES BY A MAJORITY.

Annual Town Meeting (continued)

ARTICLE 8: To see if the Town will vote to raise a sum of money not to exceed the sum of \$34,686,862 as may be necessary for the Town's use, and make appropriations of the same, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

MOTION: To divide the question.

MOTION VOTED UNANIMOUSLY.

MOTION: To vote to transfer \$200,000 from the Stabilization Fund.
(REQUIRES 2/3 VOTE)

MOTION: To take an umbrella vote on those budgets that do not have a hold on them. This one vote will have the affect of voting each separately.

MOTION VOTED UNANIMOUSLY.

MOTION: To pass all budgets that do not have a hold on them.

MOTION VOTED UNANIMOUSLY.

MOTION: To present the budgets in order from largest to smallest.

MOTION DEFEATED BY MAJORITY VOTE.

<i>Budget Name</i>	<i>FY 2005 Request</i>
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General Government

14 MODERATOR

51000-51990 Total Personal Services (1)	50
57000-57990 Total Other Charges and Exp.	50
TOTAL	100

(1) A warrant article in previous years.

121-129 EXECUTIVE

121 ELECTED BOARD OF SELECTMEN

51000-51990 Total Personal Services	3,000
TOTAL	3,000

A warrant article in previous years.

General Government, continued**122 BOARD OF SELECTMEN**

51000-51990 Total Personal Services (1)	181,910
52000-53990 total Purchase of Services	3,730
54000-55990 Total Supplies (2)	2,365
57000-57990 Total Other Charges and Exp.	7,070
TOTAL REQUEST	195,075
TOTAL APPROVED	192,075
<i>Changes to Budget due to New Chart of Accounts</i>	
(1) Receptionist Salary moved to Other Oper. Budget	30,794
(2) Office Suppl. Moved from Other Oper. Budget	(1,800)
<i>Total in "old" Selectmen Budget</i>	<i>224,069</i>

MOTION MADE: To reduce the budget of the Board of Selectmen (\$195,075) by \$3,000 to a new total of \$192,075.

MOTION PASSED UNANIMOUSLY**131 ADVISORY COMMITTEE**

57000-57990 Total Other Charges	135
TOTAL	135

132 RESERVE FUND

57000-57990 Total Other Charges and Exp.	250,000
TOTAL	250,000

135 TOWN ACCOUNTANT

51000-57990 Total Personal Services	107,859
52000-53990 Total Purchase of Services	200
54000-55990 Total Supplies	700
57000-57990 Total Other Charges and Exp.	100
58000-58990 Total Capital Outlay	250
TOTAL	109,109

136 AUDIT

52000-53990 Total Purchase of Services	19,500
TOTAL	19,500

A warrant article in previous years.

140 ELECTED BOARD OF ASSESSORS

51000-51990 Total Personal Services	2,250
TOTAL	2,250

A warrant article in previous years.

General Government, continued**141 ASSESSORS**

51000-51990 Total Personal Services	121,850
52000-53990 Total Purchase of Services	30,800
54000-55990 Total Supplies	5,600
57000-57990 Total Other Charges and Exp.	4,200
58000-58990 Total Capital Outlay	0
TOTAL	162,450

145 TREASURER/COLLECTOR

51000-51990 Total Personal Services	160,814
52000-53990 Total Purchase of Services	6,700
54000-55990 Total Supplies	6,850
57000-57990 Total Other Charges and Exp.	2,150
TOTAL	176,514

151-159 OPERATIONS SUPPORT**151 LEGAL**

52000-53990 Total Purchase of Services	65,000
TOTAL REQUEST	65,000
TOTAL APPROVED	60,000

MOTION MADE: (By Advisory Committee) To reduce the budget of the Town Counsel (\$65,000) by \$5,000 to a new total of \$60,000.

MOTION PASSED UNANIMOUSLY.**152 PERSONNEL BOARD**

52000-53990 Total Purchase of Services	4,450
54000-55990 Total Supplies	50
57000-57990 Total Other Charges and Exp.	120
TOTAL REQUEST	4,620
TOTAL APPROVED	3,120

MOTION MADE: To reduce the budget of the Personnel Board (\$4,620) by \$1,500 to a new total of \$3,120.00.

MOTION PASSED UNANIMOUSLY**153 SPECIAL LEGAL COUNSEL**

52000-53990 Total Purchase of Services	65,000
TOTAL REQUEST	65,000
TOTAL APPROVED	60,000

A warrant article in previous years.

General Government, continued

MOTION MADE: To reduce the budget of the Special Legal Counsel (\$65,000) by \$5,000 to a new total of \$60,000.

MOTION PASSED UNANIMOUSLY**155 MANAGEMENT INFORMATION SYSTEMS (1)****20 GEOGRAPHIC INFORMATION SYST.**

52000-53990 Total Purchase of Services	33,200
54000-55990 Total Supplies	2,000
58000-58990 Total Capital Outlay	2,400
Total	37,600
21 OTHER INFORMATION SYSTEMS	
52000-53990 Total Purchase of Services	107,176
54000-55990 Total Supplies	5,840
58000-58990 Total Capital Outlay	26,300
Total	139,316

TOTAL REQUEST 176,916

TOTAL APPROVED 166,916

Changes to Budget Due to New Chart of Accounts

(1) New Budget combining GIS Budget and MIS from "old" Other Oper. Supp. Budget.

MOTION MADE: To reduce the budget of the Management Information System Budget (\$176,916) by \$10,000 to a new total of \$166,916.

MOTION PASSED BY MAJORITY VOTE.**159 OTHER OPERATION SUPPORT**

51000-51990 Total Personal Services (1)	30,794
52000-53990 Total Purchase of Services (2)	67,751
54000-55990 Total Supplies (3)	5,658
58000-58990 Total Capital Outlay	0
TOTAL	104,203

Changes to Budget Due to New Chart of Accounts

(1) Receipt. Salary moved from "old" Selectmen's Budget (30,794)

(2) Moved to new MIS budget 139,316

Electricity moved from "old" Public Bldgs (10,000)

Heat moved from "old" Public Buildings (8,731)

Water moved from "old" Public Buildings (350)

Telephone moved to Recreation Budget 1,500

Telephone moved to Council on Aging 1,800

Telephone moved to Youth Commission 780

(3) Office Suppl. Moved to Selectmen's Budget 1,800

Misc. to Memorial Day Budget 950

Total in "old" Other Operation Support 212,725

General Government, continued**160-169 LICENSING AND REGISTRATION****160 ELECTED TOWN CLERK**

51000-51990 Total Personal Services	25,000
TOTAL	25,000

A warrant article in previous years.

161 TOWN CLERK

51000-51990 Total Personal Services	40,501
52000-53990 Total Purchase of Services	560
54000-55990 Total Supplies	900
57000-57990 Total Other Charges and Exp.	1,190
58000-58990 Total Capital Outlay	500
TOTAL	43,651

162 ELECTIONS & REGISTRATIONS

51000-51990 Total Personal Services	51,881
52000-53990 Total Purchase of Services	15,650
54000-55990 Total Supplies	1,917
57000-57990 Total Other Charges and Exp.	2,175
58000-58990 Total Capital Outlay	500
TOTAL REQUEST	72,123
TOTAL APPROVED	67,123

MOTION MADE: (By Board of Selectmen) To reduce the budget of the Elections and Registration Budget (\$72,123) by \$2,000 to a new total of \$70,123.

AMENDMENT TO MOTION: (By Advisory Committee) To reduce the budget of the Elections and Registration Budget by \$5,000 to a new total of \$67,123.

AMENDMENT TO MOTION CARRIES BY MAJORITY VOTE.**171 CONSERVATION COMMISSION**

51000-51990 Total Personal Services (1)	26,380
52000-53990 Total Purchase of Services	3,135
54000-55990 Total Supplies (2)	180
57000-57990 Total Other Charges and Exp.	600
58000-58990 Total Capital Outlay	400
TOTAL	30,695

Changes to Budget Due to New Chart of Accounts

(1) Salary from Admin Support	(26,380)
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(2) Office Supplies from Admin Support	(180)
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<i>Total in "old" Conservation Budget</i>	<i>4,135</i>
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General Government, continued

MOTION MADE: To reduce the budget of the Conservation Commission (\$30,695) by \$4,859 to a new total of \$25,836.

AMENDMENT TO MOTION: To fund this budget of the Conservation Commission by \$30,695.

AMENDMENT TO MOTION CARRIES BY A MAJORITY VOTE.**175 PLANNING BOARD**

51000-51990 Total Personal Services (1)	96,945
52000-53990 Total Purchase of Services	1,610
54000-55990 Total Supplies (2)	835
57000-57990 Total Other Charges and Exp. (3)	4,009
TOTAL	103,399
<i>Changes to Budget Due to New Chart of Accounts</i>	
(1) Salary from "old" Admin Support	(27,528)
(2) Office Supplies from "old" Admin. Support	(360)
(3) MetroWest Growth Mngmt. Article to Pl. Bd.	(3,470)
Total in "old" Planning Board Budget	72,041

176 ZONING BOARD OF APPEALS

51000-51990 Total Personal Services	8,770
52000-53990 Total Purchase of Services	3,700
54000-55990 Total Supplies	180
TOTAL (1)	12,650
<i>Changes to Budget Due to New Chart of Accounts</i>	
(1) Total Budget from "old" Administrative Support	(12,650)

177 OPEN SPACE (1)

52000-53990 Total Purchase of Services	490
54000-55990 Total Supplies	360
TOTAL	850
(1) New Budget	(850)

191-199 OTHER**192 PUBLIC BUILDINGS AND PROPERTIES MAINTENANCE**

51000-51990 Total Personal Services (1)	191,134
52000-53990 Total Purchase of Services (2)	216,750
54000-55990 Total Supplies (3)	95,875
57000-57990 Total Other Charges & Exp.	810
58000-58990 Total Capital Outlay	0
TOTAL REQUEST	504,569
TOTAL APPROVED	474,569

General Government, continued**PUBLIC BUILDINGS AND PROPERTIES MAINTENANCE (cont.)**

<i>Changes to Budget Due to New Chart of Accounts</i>	
(1) Salaries from Police Dept	(13,161)
(2) Utilities to Other Operations	
Support and Recreation	21,230
Water to Other Operations	
Support and Recreation	600
Repair and Maint from other Budgets	
Library Services	(12,850)
Public Works	(7,000)
Fire Department	(4,440)
Fire Dept Rentals	(251)
Police Department	(5,000)
Fire Dept Other Prop Related Serv.	
To Public Bldgs	(1,980)
(3) Supplies from Fire Dept. Budget	(4,875)
Total in "old" Public Buildings Budget	476,842

MOTION MADE: To reduce the budget of the Public Buildings & Property (\$504,569) by \$30,000 to a new total of \$474,569.

MOTION PASSED UNANIMOUSLY.**Public Safety****210 POLICE DEPARTMENT**

51000-51990 Total Personal Services	1,170,584
52000-53990 Total Purchase of services (2)	51,200
54000-55990 Total Supplies	5,500
57000-57990 Total Other Charges and Exp.	3,150
58000-58990 Total Capital Outlay	4,000
TOTAL	1,234,434
<i>Changes to Budget Due to New Chart of Accounts</i>	
(1) Salaries to Public Buildings	13,161
(2) Building Repair and Maintenance	
To Public Buildings	5,000
Total in "old" Public Buildings Budget	1,252,595

MOTION: That the Police Department Budget (\$1,234,434) be reduced by \$5,000 to a new total of \$1,229,434.

AMENDMENT TO MOTION: To fund the Police Department Budget at \$1,234,434.

AMENDMENT TO MOTION PASSED BY MAJORITY VOTE.

Public Safety, continued**220 FIRE DEPARTMENT**

51000-51990 Total Personal Services	1,410,982
52000-53990 Total Purchase of Services (1)	84,349
54000-55990 Total Supplies (2)	58,260
57000-57990 Total Other Charges and Exp.	3,975
58000-58990 Total Capital Outlay	2,000
TOTAL REQUEST	1,559,566
TOTAL APPROVED	1,558,066

Changes to Budget Due to New Chart of Accounts

(1) Buildings & Ground Maintenance	
<i>Moved to Public Buildings</i>	4,440
<i>Rentals moved to Public Buildings</i>	251
<i>Other Property Related Services to Public Buildings</i>	1,980
(2) Building Repairs & Maint. Supplies "	4,875
<i>Custodial & Housekeeping Supplies "</i>	2,400
<i>Total in "old" Fire Dept. Budget</i>	1,573,512

MOTION: That the Fire Department Budget (\$1,559,566) be reduced by \$1,500 to a new total of \$1,558,066.

MOTION DEFEATED BY MAJORITY VOTE.

MOTION: To reduce the Fire Department Budget to a new total of \$1,558,066.

MOTION PASSED BY MAJORITY VOTE.**241 BUILDING DEPARMENT**

51000-51990 Total Personal Services (1)	89,209
52000-53990 Total Purchase of Services	395
54000-55990 Total Supplies (2)	480
57000-57990 Total Other Charges and Exp.	1,880
58000-58990 Total Capital Outlay	500
TOTAL REQUEST	92,464
TOTAL APPROVED	88,178

Changes to Budget Due to New Chart of Accounts

(1) Salary from "old" Admin Support	(25,091)
(2) Office Supplies from "old" Admin Support	(180)
<i>Total in "old" Building Dept Budget</i>	<i>67,193</i>

MOTION: That the Building Department Budget (\$92,464) be reduced by \$4,286 to a new total of \$88,178.

MOTION PASSED UNANIMOUSLY.

Public Safety, continued**291 CIVIL DEFENSE**

51000-51990 Total Personal Services	2,271
52000-53990 Total Purchase of Services	8,152
54000-55990 Total Supplies	600
57000-57990 Total Other Charges and Exp.	0
58000-58990 Total Capital Outlay	0
TOTAL REQUEST	11,023
TOTAL APPROVED	4,023

MOTION: That the Civil Defense Budget (\$11,023) be reduced by \$7,000 to a new total of \$4,023.

MOTION PASSED UNANIMOUSLY.

292 ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR

51000-51990 Total Personal Services	35,000
52000-53990 Total Purchase of Services	7,100
54000-55990 Total Supplies	500
TOTAL REQUEST	42,600
TOTAL APPROVED	30,600

MOTION: That the Animal Control Budget (\$42,600) be reduced \$12,000 to a new total of \$30,600.

MOTION PASSED UNANIMOUSLY.

Public Works & Facilities**420,430,490 DEPT of PUBLIC WORKS**

(Highway, Cemetery, Tree)	
51000-51990 Total Personal Services	756,850
52000-53990 Total Purchase of Services (1) (2) (3)	450,910
54000-55990 Total Supplies	176,900
57000-57990 Total Other Charges and Exp	800
58000-58990 Total Capital Outlay	5,000
TOTAL REQUEST	1,390,460
TOTAL APPROVED	1,360,460

Changes Due to New Chart of Accounts

(1) Transfer from Article Hazardous Waste	(10,000)
(2) Transfer from Article SUASCO	(2,500)
(3) Building Maintenance and Repair to Public Buildings Budget	7,000
Total in "old" Other DPW Budget	1,384,960

MOTION: (By Board of Selectmen) That the DPW (Highway, Cemetery, Tree) Budget (\$1,390,460) be reduced by \$30,000 to a new total of \$1,360,460.

Public Works & Facilities, continued

AMENDMENT TO MOTION: (By Advisory Committee) To reduce the DPW Budget by \$40,000 to a new total of \$1,350,460.

AMENDMENT TO MOTION DEFEATED.**ORIGINAL MOTION PASSED BY MAJORITY VOTE with a new DPW Budget of \$1,360,460.****450 DEPT OF PUBLIC WORKS – WATER**

51000-51990 Total Personal Services	358,087
52000-53990 Total Purchase of Services	739,240
54000-55990 Total Supplies	28,750
57000-57990 Total Other Charges and Exp.	850
58000-58990 Total Capital Outlay	3,500
TOTAL	1,130,427

424 STREET LIGHTS

52000-53990 Total Purchase of Services	105,000
TOTAL	105,000

Human Services**510 ELECTED BOARD OF HEALTH**

5100-51990 Total Personal Services	450
TOTAL	450

A warrant article in previous years.

MOTION: To reduce the Elected Board of Health Budget (\$450) by \$447.00 to a new amount of \$3.00.

MOTION DEFEATED BY MAJORITY VOTE.**511 BOARD OF HEALTH**

51000-51990 Total Personal Services	101,003
52000-53990 Total Purchase of Services	10,360
54000-55990 Total Supplies	900
57000-57990 Total Other Charges and Exp.	1,747
TOTAL	114,010

MOTION: (By Advisory Committee) That the Board of Health Budget (\$114,010) be reduced by \$2,500 to a new total of \$111,510.

AMENDMENT TO MOTION: (By Board of Selectmen) To fund the Board of Health Budget at \$114,010.

AMENDMENT TO MOTION PASSED BY MAJORITY VOTE.

Annual Town Meeting (continued)

At this time the Quorum count was questioned: 174 voters were present.

At 11:15pm it was VOTED UNANIMOUSLY to suspend the rules to adjourn the Annual Town Meeting to Tuesday, April 13, 2004 at 7:30pm.

***Annual Town Meeting
Adjourned Session
April 13, 2004***

At the Adjourned session of the Annual Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough on Tuesday, April 13, 2004 at 7:30PM the following ARTICLES were voted on in a legal manner. There was a quorum present (150 Voters = quorum); 229 voters were present.

Checkers:	Janet Mattioli	Lidia Kiley
	Gail Rowe	Linda Hubley
	Lois Denman	Alice Brenda Gaffney
	Delia Mulvaney	

The following were appointed by Moderator John Wilson and sworn-in by Town Clerk, Paul J. Berry:

Tellers:	Donald A. Neal	Jeremiah D. McGillicuddy
	Donato A. Infante, Jr.	Paul M. Cimino
	Charles P. Aspesi	Dale E. Veeneman

John H. Wilson, Town Moderator, called the meeting to order at 7:48pm. Moderator Wilson had requests from the following non-voters to attend the Annual Town Meeting:

Brian Ballantine, Treasurer/Collector
Gene Carlo, Superintendent-Director Assabet School
Paul T. Cibelli, Principal Assessor
Clare Curran, Library Director
Basilio Diaz, Facilities Manager
Kathryn Garcia, Director of Recreation
Vanessa D. Hale, Assistant Town Administrator
Bradford Jackson, Assistant Superintendent of Schools
John Kustigian, Business Manager Assabet School
Pam LeFrancois, Senior Center Director
John D. Mauro, Jr., Fire Chief
Michelle Muellenberg, MetroWest Daily News
Paul C. Pisinski, Public Health Director
Vic Robidoux, Fire Department
Laurie Sugarman-Whittier, Director of Youth and Family Services
William H. Webber, Police Chief
Marshall Wolff, MetroWest Daily News

Annual Town Meeting (continued)

There being no objections from the floor, it was voted to allow the above non-voters to remain:

<i>Budget Name</i>	<i>FY 2005 Request</i>
<i>Human Services, continued</i>	
541 COUNCIL ON AGING	
51000-51990 Total Personal Services	107,707
52000-53990 Total Purchase of Services (1)	30,732
54000-55990 Total Supplies	4,425
57000-57990 Total Other Charges and Exp.	1,075
58000-58990 Total Capital Outlay	0
TOTAL REQUEST	143,939
TOTAL APPROVED	138,223
<i>Changes to Budget Due to New Chart of Accounts</i>	
(1) Telephone from Other Operations	(1,800)
Total in "old" COA Budget	142,139

MOTION: (Advisory) to reduce the Council on Aging Budget (\$143,939) by \$12,600 to a new total of \$131,339.

MOTION DEFEATED.

MOTION TO MOVE THE QUESTION PASSED UNANIMOUSLY.

MOTION: (Board of Selectmen) to reduce the Council on Aging Budget by \$5,716 to a new total of \$138,223.

MOTION PASSED UNANIMOUSLY.

<i>542 YOUTH COMMISSION</i>	
51000-51990 Total Personal Services	103,493
52000-53990 Total Purchase of Services (1)(2)	14,430
54000-55990 Total Supplies	2,800
57000-57990 Total Other Charges and Exp.	2,200
TOTAL REQUEST	122,923
TOTAL APPROVED	115,173
<i>Changes to Budget Due to New Chart of Accounts</i>	
(1) Tran. Fm Article Marlboro Addiction Ctr	(3,000)
(2) Telephone from Other Operations	(780)
Total in "old" Youth Comm. Budget	119,143

MOTION: To reduce the Youth Commission Budget (\$122,923) by \$7,750 to a new total of \$115,173.

MOTION PASSED UNANIMOUSLY.

Human Services, continued**543 VETERAN'S SERVICES**

51000-51990 Total Personal Services	9,837
52000-53990 Total Purchase of Services	0
54000-55990 Total Supplies	200
57000-57990 Total Other Charges and Exp.	16,034
TOTAL	26,071

Culture & Recreation**610 LIBRARY**

51000-51990 Total Personal Services	244,273
52000-53990 Total Purchase of Services	25,140
54000-55990 Total Supplies	60,800
57000-57990 Total Other Charges and Exp.	15,250
58000-58990 Total Capital Outlay	1,000
TOTAL REQUEST	346,463
TOTAL APPROVED	343,980

Changes to Budget Due to New Chart of Accounts

(1) Bldgs. & Grnds. Maint. Tran. To Public Buildings	12,850
Total in "old" Library Budget	359,313

MOTION: (By Board of Selectmen) To reduce the Library Budget (\$346,463) by \$1,000 to a new total of \$345,463.

MOTION DEFEATED.

MOTION: (By Advisory Committee) To reduce the Library Budget by \$2,483 to a new total of \$343,980.

MOTION PASSED UNANIMOUSLY.**630 RECREATION COMMISSION**

51000-51990 Total Personal Services	112,402
52000-53990 Total Purchase of Services (1)	12,268
54000-55990 Total Supplies	834
57000-57990 Total Other Charges and Exp.	2,535
58000-58990 Total Capital Outlay	1,066
TOTAL REQUEST	129,105
TOTAL APPROVED	123,105

Changes to Budget Due to New Chart of Accounts

(1) Electricity from "old" Bldgs. & Ground	(500)
Heat from "old" Bldgs. & Ground	(2,000)
Water from "old" Bldgs. & Ground	(250)
(2) Telephone from Other Operations	(1,500)
Total in "old" Recreation Comm .Budget	124,855

Culture & Recreation, continued

MOTION: (By Board of Selectmen) To reduce the Recreation Department Budget (\$129,105) by \$1,000 to a new total of \$128,105.

MOTION DEFEATED.

MOTION: . (Advisory Board) To reduce the Recreation Department Budget (\$129,105) by \$6,000 to a new total of \$123,105.

MOTION PASSED BY MAJORITY VOTE.

691 HISTORICAL COMMISSION

51000-51990 Total Personal Services	3,562
54000-55990 Total Supplies	190
TOTAL REQUEST	3,752
TOTAL APPROVED	2,752

MOTION: To reduce the Historical Commission Budget (\$3,752) by \$1,000 to a new total of \$2,752.

MOTION PASSED UNANIMOUSLY.

692 MEMORIAL DAY

52000-53990 Total Purchase of Services	400
54000-55990 Total Purchase of Supplies	1,250
TOTAL	1,650

A warrant article in previous years.

Changes in Budget Due to New Chart of Accounts

Misc. to Memorial Day Budget	(950)
<i>Total in "old" Memorial Day Article</i>	<i>700</i>

693 HERITAGE DAY

52000-53990 Total Purchase of Services	2,050
54000-55990 Total Supplies	300
TOTAL REQUEST	2,350
TOTAL APPROVED	500

A warrant article in previous years.

MOTION: (By Board of Selectmen) To reduce the Heritage Day Budget (\$2,350) by \$1,000 to a new total of \$1,350.

AMENDMENT TO MOTION: (By Advisory Committee) To reduce the Heritage Day Budget (\$2,350) by \$1,850 to a new total of \$500.

AMENDMENT TO MOTION PASSED BY MAJORITY VOTE.

Unclassified**910 EMPLOYEE BENEFITS**

51000-51990 Total Personal Services	
51700 Police/Fire Accident and Worker's Compensation	136,950
51710 Unemployment Payments	25,000
51720 Health Insurance	2,629,665
51730 Retirement Fund	524,871
51740 Life Insurance	5,341
51750 Social Security	56,000
51770 Medicare	145,000
51780 Dental Insurance	99,805
TOTAL REQUEST	3,622,632
TOTAL APPROVED	3,501,073

Changes to "old Insurance Budget Due to New Chart of Accounts"

(1) Workers' Comp from a Warrant Article	0
(2) Unemployment from a Warrant Article	(25,000)
(3) Retirement Fund from a Warrant Article	(535,792)
(4) Consulting Services (See Below)	11,000
(5) Liability Package Policy (See Below)	203,500
Total in "old" Insurance Budget	3,276,340

MOTION: (By Board of Selectmen) To reduce the Employee Benefits Budget (\$3,622,632) by \$121,559 to a new total of \$3,501,073.

MOTION PASSED UNANIMOUSLY.**945 LIABILITY INSURANCE**

52000-53990 Total Purchase of Services	11,000
57100-57990 Total Other Charges and Exp.	203,500
TOTAL	214,500

Debt Service**710 RETIREMENT OF DEBT-GENERAL FUND**

59000-59490 Debt Service	
59100 Principal Long Term Debt	2,403,186
59350 Principal Short Term Debt	229,164
TOTAL	2,632,350

750 INTEREST ON DEBT-GENERAL FUND

59000-59490 Debt Service	
59150 Interest Long Term Debt	1,665,947
59350 Principal Short Term Debt	2,928
TOTAL	1,668,875

Debt Service, continued**710 RETIREMENT OF DEBT-WATER FUND**

59000-59490 Debt Service	
59100 Principal Long Term Debt	50,000
59350 Principal Short Term Debt	0
TOTAL	50,000

750 INTEREST ON DEBT-WATER FUND

59000-59490 Debt Service	
59150 Interest Long Term Debt	11,625
59350 Principal Short Term Debt	0
TOTAL	11,625

Education**300 ELECTED SCHOOL COMMITTEE**

51000-51990 Total Personal Services (1)	500
TOTAL	500

A Warrant article in previous years.

SOUTHBOROUGH SCHOOLS**REGULAR DAY PROGRAMS****ADMINISTRATION**

School Committee	10,500
Superintendent's Office	161,672
Administrative Support	159,685

INSTRUCTION

Supervision	38,100
Principals	727,940
Teaching	5,444,712
Professional Development	77,300
Textbooks & Materials	208,815
Instructional Hardware & Software	50,926
Library Services	242,827
Instructional Equipment	36,722
Guidance Services	163,455

OTHER STUDENT SERVICES

Testing	0
Personnel Services	500
Health Services	207,749
Transportation	259,710
Athletics	19,752
Student Body Activities	17,688

Education, continued**SOUTHBOROUGH SCHOOLS (cont.)****OPERATION AND MAINTENANCE OF BUILDINGS**

Operation of Buildings	1,014,508
Maintenance of Buildings	252,005
Extraordinary Maintenance	27,000
Networking & Telecommunications	57,272

FIXED CHARGES

Rentals & Leases	61,814
Retirement Liability	0

TUITION, OTHER PUBLIC SCHOOLS

Vocational Education	0
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REGULAR DAY PROGRAMS TOTAL **9,240,652****SPECIAL EDUCATION PROGRAMS – CHAPTER 766****INSTRUCTION**

Director	101,342
Teaching	1,677,057
Professional Development	2,000
Instructional Technology	2,000
Psychological Services	202,286

OTHER STUDENT SERVICES

Health Services	47,000
Transportation Within	30,000

OPERATION AND MAINTENANCE OF BUILDINGS

Operation of Buildings	8,000
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PROGRAMS, OTHER SYSTEMS IN MASSACHUSETTS

Tuition, Out	1,058,291
Transportation, Out	268,060

PROGRAMS, MEMBER OF COLLABORATIVE

Assabet Collaborative Assessment	11,000
Tuition Out, Collaborative	59,140
Transportation Out, Collaborative	68,315

SPECIAL EDUCATION – CHAPTER 766 TOTAL **3,534,491**

Education, continued**SOUTHBOROUGH SCHOOLS (cont.)****SUMMARY**

REGULAR DAY PROGRAMS	9,240,652
SPECIAL EDUCATION – CHAPTER 766	3,534,491
TOTAL	12,775,143

MOTION: (By Board of Selectmen) To reduce the Southborough School Budget (\$12,775,143) by \$39,991 to a new total of \$12,735,152.

MOTION DEFEATED.

MOTION TO MOVE THE QUESTION PASSED BY MAJORITY VOTE.

MOTION: (By Advisory Committee) To fund the Southborough School Budget at \$12,775,143.

MOTION PASSED BY MAJORITY VOTE.

ALGONQUIN REGIONAL HIGH SCHOOL**REGULAR DAY PROGRAMS****ADMINISTRATION**

School Committee	61,153
Superintendent's Office	159,432
Administrative Support	144,785

INSTRUCTION

Supervision	68,640
Principals	628,293
Teaching	5,298,101
Professional Development	53,800
Textbooks & Materials	263,390
Instructional Hardware & Software	29,600
Instructional Equipment	45,400
Guidance Services	479,630

OTHER STUDENT SERVICES

Testing	2,600
Health Services	101,242
Transportation	761,066
Athletics/Student Body Activities	467,956
Other Student Activities	9,300

Education, continued**ALGONQUIN REGIONAL HIGH SCHOOL cont.)****OPERATION AND MAINTENANCE OF BUILDINGS**

Operation of Buildings	667,053
Maintenance of Buildings	105,650
Payment for Local Northboro Services	72,500
Extraordinary Maintenance	0
Networking & Telecommunications	26,040

FIXED CHARGES

Rentals and Leases	111,264
Insurance	1,931,648
Retirement Liability	110,000
Debt Service	0

TUITION, OTHER PUBLIC SCHOOLS

Vocational Education	0
School Choice	43,000

REGULAR DAY PROGRAMS TOTAL **11,641,543****SPECIAL EDUCATION PROGRAMS – CHAPTER 766****ADMINISTRATION**

Legal Services	5,000
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INSTRUCTION

Director	81,869
Teaching	425,631
Professional Development	1,600
Instructional Technology	1,500
Psychological Services	75,632

OTHER STUDENT SERVICES

Health Services	1,500
Transportation Within	47,500

OPERATION AND MAINTENANCE OF BUILDINGS

New Equipment	2,000
Equipment Maintenance	500

PROGRAMS, OTHER SYSTEMS IN MASSACHUSETTS

Tuition, Out	488,368
Transportation, Out	55,000

Education, continued**ALGONQUIN REGIONAL HIGH SCHOOL (cont.)****PROGRAMS, MEMBER OF COLLABORATIVE**

Assabet Collaborative Assessment	7,800
Tuition Out, Collaborative	156,000
Transportation Out, Collaborative	27,000

SPECIAL EDUCATION – CHAPTER 766 TOTAL	1,376,900
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SUMMARY

REGULAR DAY PROGAMS	11,641,543
SPECIAL ED –CHAPTER 766	1,376,900

TOTAL	13,018,443
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***NORTHBOROUGH-SOUTHBOROUGH REGIONAL SCHOOL DISTRICT
FY 2005 BUDGET & ASSESSMENTS – DEPT OF ED. RECOMMENDED METHOD
BASED ON SUPERINTENDENT'S RECOMMENDED BUDGET 12-17-03***

		64.11%	35.89%
		Northboro	Southboro
Step 1	Superintendent's Recommended Operating Budget (FY 2005)	13,018,443.00	
Less Transportation	747,616.00		
SPED-Transportation	129,500.00	877,116.00	
Less Fixed Charges		0.00	
Net School Spending		12,141,327.00	
Less revenues		0.00	
Subtotal		12,141,327.00	
Less Chapter 70 Aid - Assume Level Funding		1,513,082.00	
Less State ward reimbursement		0.00	
Net Budget		10,628,245.00	
Step 2	Minimum Local Contribution required by Ed Reform	**	**
Step 3	Difference between Min Contrib. & Net Budget balance	10,628,245.00	
Step 4	Apportion Step 3 amount by agreement	6,813,767.87	3,814,477.13
Step 5	Transportation Budget	877,116.00	
Less Aid to Transportation			
estimated (Level Funding)	50,039.00	627,077.00	402,019.06
			225,057.94
Step 6	Other Operational Costs	0.00	
Less Revenues	0.00	0.00	
Step 7	Debt Payments Not Exempt from Proposition 2 ½	133,676.00	88,707.00
		44,969.00	
Step 8	Total assessments, Min. local contribution		
plus apportionments	11,388,998.00	7,304,493.93	4,084,504.07
Step 9	Excess & Deficiency Offset	125,000.00	80,137.50
		44,862.50	
FY 2005 Assessment Not Exempt from Proposition 2 ½	11,263,998.00	7,224,356.43	4,039,641.57
Step 10	Debt Payments Exempt from Proposition 2 ½	2,663,826.00	1,767,715.00
		896,111.00	
TOTAL ASSESSMENT REQUEST	13,927,824.00	8,992,071.43	4,935,752.57
TOTAL ASSESSMENT APPROVED			4,325,559.00

**Information not available from DOE as of January 14, 2004

MOTION: To reduce the assessment for Northborough-Southborough Regional High School Budget (\$4,935,753) by \$610,194 to a new total of \$4,325,559.

MOTION PASSED UNANIMOUSLY.

***NORTHBOROUGH-SOUTHBOROUGH REGIONAL SCHOOL DISTRICT
FY 2005 BUDGET & ASSESSMENTS -DEPT OF ED. RECOMMENDED METHOD
BASED ON SUPERINTENDENT'S RECOMMENDED BUDGET 12-17-03***

Assessment Comparison

Northborough

	Non Exempt	Exempt	Total
FY 2005 Assessment	7,224,356.43	1,767,715.00	8,992,071.43
FY 2004 Assessment	6,170,200.90	1,990,947.00	8,161,147.90
Dollar Increase	1,054,155.53	-223,232.00	830,923.53
Percent Increase	17.08%	-11.21%	10.18%

Southborough

	Non Exempt	Exempt	Total
FY 2005 Assessment	4,039,641.57	896,111.00	4,935,752.57
FY 2004 Assessment	3,234,336.10	959,478.00	4,193,814.10
Dollar Increase	805,305.47	-63,367.00	741,938.47
Percent Increase	24.90%	-6.60%	17.69%

<i>Budget Name</i>	<i>FY 2005 Request</i>
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ASSABET VALLEY REGIONAL VOCATIONAL SCHOOL	
SCHOOL COMMITTEE	96,307
SUPERINTENDENT & BUSINESS OFFICE	454,650
INSTRUCTION SUPERVISION	407,919
PRINCIPAL OFFICE	142,474
INSTRUCTION & SUPPLIES	6,606,915
TEXTBOOKS	45,000
LIBRARY SERVICES	109,133
MULTI-MEDIA	8,000
GUIDANCE SERVICES	439,200

Education, continued**ASSABET VALLEY REGIONAL VOCATIONAL SCHOOL (cont.)**

ATTENDANCE	24,418
HEALTH SERVICES	80,368
TRANSPORTATION CONTRACTS	846,735
TRANSPORTATION SPORTS -FIELD TRIPS	36,001
ATHLETICS PROGRAMS	264,499
STUDENT BODY ACTIVITIES	87,731
OPERATION OF PLANT	1,232,943
MAINTENANCE OF PLANT	316,208
HEALTH – LIFE - MEDICARE INSURANCE	997,145
OTHER INSURANCES	213,985
LEASES OF EQUIPMENT	25,000
ACQUISTION OF FIXED ASSETS	157,000
VOCATIONAL DAY OPERATING BUDGET	12,591,631
RIGHT TO KNOW – ASBESTOS AUDIT	10,000
SINGLE AUDIT REQUIREMENT	15,500
RIGHTS TO KNOW – AUDIT BUDGET	25,500
CAPITAL PROJECT ROOF (P & I)	0
SPECIAL NEEDS	762,954
TOTAL BUDGET	13,380,085
SOUTHBORO ASSESSMENT	175,988

Education, continued**127 NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL**

Tuition/Transportation Assessment	16,000
TOTAL	16,000

MOTION MADE: That the Town raise a sum of money not to exceed \$33,813,874 as may be necessary for the Town's use, and make appropriations for the same.

Transfer from the Cemetery Perpetual Care	\$15,000
Transfer from Free Cash	\$1,541,729
Transfer from Overlay Reserve	\$122,249
Transfer from Stabilization Fund	\$225,808
(requires 2/3 vote 11 yes; 1 no)	
Transfer from Ambulance Fund, Receipts	
Reserved (Fund 23)	\$55,000
Transfer from Library Septic System	\$5,647
Transfer from Zoning Maps, Article 35 of 1999	\$7,150
Transfer from FY04 Algonquin Assessment	\$169,370
Transfer from Septic Betterment	\$33,186
Transfer from Premium Reserve	\$55,105,82

That the balance of \$31,583,628.75 be raised and appropriated.

MOTION PASSED UNANIMOUSLY.

ARTICLE 9: To see if the Town will vote to transfer to Surplus Revenue Account (Excess and Deficiency) a sum of money, or do or act anything in relation thereto. (Proposed by the Town Accountant and the Board of Selectmen)

MOTION MADE: That the Town transfer to Surplus Revenue Account (Excess and Deficiency) the following sums:

<u>Article</u>	<u>Purpose</u>	<u>Amount</u>
Article 14 of 2003 ATM	Fayville Hall Renovations	\$6,719.93

MOTION VOTED UNANIMOUSLY.

MOTION MADE: TO MOVE ARTICLE 54 FORWARD.

MOTION PASSED UNANIMOUSLY.

ARTICLE 54: To see if the Town will vote to amend the Zoning Code of the Town of Southborough [change 87 Turnpike Road from Residence B to Business Village], or do or act anything in relation thereto. (Proposed by Charles F. Scott and 12 other petitioners)

Annual Town Meeting (continued)

MOTION MADE: That the Town amend the Zoning Code of the Town of Southborough [change 87 Turnpike Road from Residence B to Business Village]. (Citizen's Petition)

AMENDMENT TO MOTION: TO POSTPONE INDEFINITELY.

AMENDMENT TO MOTION PASSED UNANIMOUSLY.

ARTICLE 10: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds and appropriate \$160,000 for the purpose of paying to retirees the amount due for accrued vacation and sick time, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

MOTION MADE: That the Town raise and appropriate the sum of \$135,000 to pay retirees the amount due for accrued vacation and sick time.

MOTION PASSED BY MAJORITY VOTE.

At April 15, 2004 Adjourned session of ANNUAL TOWN MEETING.

MOTION MADE: TO RECONSIDER ARTICLE 10.
REQUIRES 2/3 VOTE

MOTION PASSED UNANIMOUSLY.

MOTION MADE: That the Town raise and appropriate the sum of \$105,000 to pay retirees the amount due for accrued vacation and sick time.

MOTION PASSED UNANIMOUSLY.

ARTICLE 11: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds and appropriate, the sum of \$15,000 to fund ongoing maintenance of the Town House, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

MOTION MADE: (Board of Selectmen) That the Town raise and appropriate the sum of \$15,000 to fund ongoing maintenance of the Town House.

MOTION DEFEATED.

MOTION MADE: (Advisory Committee) That the Town raise and appropriate the sum of \$12,000 ongoing maintenance of the Town House.

MOTION VOTED UNANIMOUSLY.

Annual Town Meeting (continued)

ARTICLE 12: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds and appropriate, the sum of \$40,000 to be used to conduct a municipal facilities plan, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

MOTION MADE: That the Town raise and appropriate the sum of \$40,000 to conduct a municipal facilities plan.

MOTION PASSED BY MAJORITY VOTE.

ARTICLE 13: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds and appropriate the sum of \$60,000 to purchase a financial software package for the financial officers of the Town, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

MOTION MADE: That the Town raise and appropriate the sum of \$46,000 and transfer from water reserve \$14,000 for a total of \$60,000 to purchase a collection and billing software package for the financial officers of the Town.

MOTION PASSED BY MAJORITY VOTE.

ARTICLE 14: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds and appropriate \$30,000 for the purpose of continuing implementation of the Town's Geographic Information System, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

MOTION MADE: That the Town raise and appropriate the sum of \$30,000 to continue implementation of the Town's Geographic Information System.

MOTION PASSED BY MAJORITY VOTE.

ARTICLE 15: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate \$8,000 to fund monitoring of the Parkerville Road Landfill, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

MOTION MADE: That the Town raise and appropriate the sum of \$8,000 to fund monitoring of the Parkerville Road Landfill.

MOTION VOTED UNANIMOUSLY.

ARTICLE 16: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds and appropriate, the sum of \$250,000 for the maintenance of Town roads, or do or act anything in relation thereto. (Proposed by the Department of Public Works)

MOTION MADE: That the Town raise and appropriate the sum of \$250,000 for the maintenance of Town roads.

Annual Town Meeting (continued)

MOTION VOTED UNANIMOUSLY.

ARTICLE 17: To see if the Town will vote to transfer from available funds and appropriate, the sum of \$187,642 in anticipation of reimbursement from the Commonwealth of Massachusetts for Chapter 90 highway improvements, or do or act anything in relation thereto. (Proposed by the Department of Public Works)

MOTION MADE: That the Town transfer from available funds and appropriate the sum of \$187,642 in anticipation of reimbursement from the Commonwealth for Chapter 90 highway improvements.

MOTION VOTED UNANIMOUSLY.

ARTICLE 18: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds and appropriate, \$170,000 for the purpose of purchasing Public Works Equipment, or do or act anything in relation thereto. (Proposed by the Department of Public Works)

MOTION MADE: That the Town raise and appropriate the sum of \$126,000 and transfer \$44,000 from water reserve for a total of \$170,000 for the purpose of purchasing Public Works Equipment.

MOTION VOTED UNANIMOUSLY.

ARTICLE 19: To see if the Town will vote to transfer from Water Reserves and appropriate a sum of money for the purpose of repairing, cleaning and/or painting water storage tanks, or do or act anything in relation thereto. (Proposed by the Department of Public Works)

MOTION MADE: That the Town transfer from Water Reserves and appropriate the sum of \$390,000 for repairing, cleaning and/or painting water storage tanks.

MOTION VOTED UNANIMOUSLY.

ARTICLE 20: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate \$25,000 for Additional Remediation/Assessment at the Public Works facility, or do or act anything in relation thereto. (Proposed by the Department of Public Works)

MOTION MADE: That the Town raise and appropriate the sum of \$25,000 for additional/remediation/assessment at the Public Works facility.

MOTION VOTED UNANIMOUSLY.

ARTICLE 21: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds and appropriate, the sum of \$46,000 to acquire two new four-door full-size sedan police cruisers and authorize the Board of Selectmen to sell, turn in or otherwise dispose of two police cruisers, or do or act anything in relation thereto. (Proposed by the Police Chief)

Annual Town Meeting (continued)

MOTION MADE: That the Town raise and appropriate the sum of \$46,000 to acquire two new four-door full-size sedan police cruisers and authorize the Board of Selectmen to sell, turn in or otherwise dispose of two police cruisers.

MOTION PASSED BY MAJORITY VOTE.

ARTICLE 22: To see if the Town will vote to raise and appropriate, transfer from available funds and appropriate, or borrow and appropriate, a sum of money to purchase 9 Cordaville Road (Chapel of the Cross) and further to authorize the Board of Selectmen to acquire and otherwise purchase said parcel of land, being shown as Lot 21 on Assessors Map 54, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

MOTION MADE: That the Town borrow and appropriate the sum of \$1,095,000 to purchase 9 Cordaville Road (Chapel of the cross) and to authorize the Board of Selectmen to acquire and otherwise purchase said parcel of land being shown as Lot 21 on Assessors Map 54. This appropriation and borrowing shall be contingent upon favorable Proposition 2 ½ debt exclusion vote at the annual town election.

MOTION TO MOVE THE QUESTION PASSED UNANIMOUSLY.

MOTION PASSED BY:
REQUIRES 2/3 VOTE

125 YES
26 NO

At 11:15 p.m. it was VOTED UNANIMOUSLY to suspend the rules to adjourn the Annual Town Meeting to Thursday, April 15, 2004 at 7:30 p.m.

***Annual Town Meeting
Adjourned Session
April 15, 2004***

At the Adjourned session of the Annual Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough on Thursday, April 15, 2004 at 7:30 PM the following ARTICLES were voted on in a legal manner. There was a quorum present (150 Voters = quorum); 157 voters were present.

Checkers:	Janet Mattioli	Lidia Kiley
	Gail Rowe	Linda Hubley
	Lois Denman	Alice Brenda Gaffney
	Delia Mulvaney	

The following were appointed by Moderator John Wilson and sworn-in by Town Clerk, Paul J. Berry:

Tellers:	Howard D. Anderson, Jr.	Mark W. Davis
	Frank A. Fazio	Donato A. Infante, Jr.
	Stephen Theran	Dale E. Veeneman

Annual Town Meeting (continued)

John H. Wilson, Town Moderator, called the meeting to order at 8:13 p.m.

Moderator Wilson had requests from the following non-voters to attend the Annual Town Meeting:

Brian Ballantine, Treasurer/Collector
Clare Curran, Library Director
Basilio Diaz, Facilities Manager
Kathryn Garcia, Director of Recreation
Vanessa D. Hale, Assistant Town Administrator
Bradford Jackson, Assistant Superintendent of Schools
Vera Koliias, Town Planner
Pam LeFrancois, Senior Center Director
John D. Mauro, Jr., Fire Chief
Dawn Michanowicz, Assistant Town Clerk
Michelle Muellenberg, MetroWest Daily News
Paul C. Pisinski, Public Health Director
William H. Webber, Police Chief

There being no objections from the floor, it was voted to allow the above non-voters to remain:

ARTICLE 23: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds and appropriate, a sum of money to fund rental space for the Council on Aging and Veterans' Agent, or to fund relocation of the Council on Aging and Veterans' Agent to either the Neary School or the Chapel of the Cross, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

MOTION MADE: That the Town raise and appropriate the sum of \$84,614 for rental space for the Council on Aging and Veteran's Agent or to fund relocation of the Council on Aging and Veteran's Agent to either the Neary School or the Chapel of the Cross.

MOTION VOTED UNANIMOUSLY.

MOTION MADE: To hear Article 25 before Article 24.

MOTION VOTED UNANIMOUSLY.

MOTION MADE: To combine Article 24 and Article 25 to discuss together.

MOTION VOTED UNANIMOUSLY.

ARTICLE 25: To see if the Town will vote to authorize the borrowing of \$5,000,000 for the purpose of purchasing real property, provided that this appropriation and borrowing shall be contingent upon favorable Proposition 2 ½ debt exclusion vote at the town election, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

Annual Town Meeting (continued)

MOTION MADE: That the Town delete the words under Article 3 of the Special Town Meeting Saturday, November 10, 2001 "for the sole or exclusive use of open space, conservation land, or land subject to conservation restrictions so that it can only be used for conservation purposes" so that the article reads:

To see if the Town will authorize the borrowing of \$5,000,000 for the purpose of purchasing real property: provided that this appropriation and borrowing shall be contingent upon favorable Proposition 2½ debt exclusion vote at a town election.

AMENDMENT TO MOTION MADE: TO POSTPONE INDEFINITELY Article 25.

AMENDMENT TO MOTION CARRIES BY MAJORITY VOTE.

ARTICLE 24: To see if the Town will vote to rescind approval of ARTICLE 3 of the SPECIAL TOWN MEETING, Saturday, November 10, 2001 which read:

"To see if the Town will authorize the borrowing of \$5,000,000 for the purpose of purchasing real property for the sole or exclusive use of open space, conservation land, or land subject to conservation restrictions so that it can only be used for conservation purposes: provided that this appropriation and borrowing shall be contingent upon favorable Proposition 2½ debt exclusion vote at a town election, or do or act anything in relation thereto. "

(Proposed by the Board of Selectmen)

MOTION MADE: That the Town rescind approval of Article 3 of the Special Town Meeting, Saturday, November 10, 2001 as printed in the Warrant.
REQUIRES 2/3 VOTE

AMENDMENT TO MOTION MADE: TO POSTPONE INDEFINITELY Article 24.

AMENDMENT TO MOTION CARRIES UNANIMOUSLY.

ARTICLE 26: To see if the Town will vote to rescind approval of ARTICLE 31 of the ANNUAL TOWN MEETING, Tuesday, April 24, 1990:

"To see if the Town will vote to raise and appropriate a sum of money to purchase a parcel or parcels of land currently in use as a golf course from Saint Mark's School."

or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

MOTION MADE: That the Town Rescind approval of Article 31 of the Annual Town Meeting, Tuesday, April 24, 1990 as printed in the Warrant.
REQUIRES 2/3 VOTE

MOTION CARRIES UNANIMOUSLY.

Annual Town Meeting (continued)

ARTICLE 27: To see if the Town will vote to raise and appropriate, transfer from available funds and appropriate, or borrow and appropriate, a sum of money to implement GASB (Governmental Accounting Standards Bureau), or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

MOTION MADE: That the Town raise and appropriate the sum of \$3,000 to implement GASB (Governmental Accounting Standards Bureau).

MOTION CARRIES BY MAJORITY VOTE.

ARTICLE 28: To see if the Town will vote to reimburse the Southborough Cultural Arts Council for monies expended in excess of the approved amount for construction of an addition to the Southborough Arts Center. (Proposed by the Board of Selectmen)

MOTION MADE: That the Town raise and appropriate \$21,885.86 to complete the addition to the Southborough Arts Center. This appropriation shall be contingent upon a favorable vote at the annual town election excluding this from the Proposition 2½ cap.

AMENDMENT TO MOTION MADE: TO POSTPONE INDEFINITELY.

AMENDMENT TO MOTION PASSED UNANIMOUSLY.

ARTICLE 29: To see if the Town will vote to transfer from the Receipts Reserve Fund (Fund 23) the sum of \$145,000 for the purpose of purchasing a new ambulance, and authorize the Board of Selectmen to sell, turn in, or otherwise dispose of a 1993 Ford/Road Rescue ambulance, or do or act anything in relation thereto. (Proposed by the Fire Chief)

MOTION MADE: That the Town transfer from Receipts Reserve Fund (Fund 23) the sum of \$145,000 to purchase a new ambulance and authorize the Board of Selectmen to sell, turn in, and otherwise dispose of a 1993 Ford/Road Rescue ambulance.

MOTION CARRIES UNANIMOUSLY.

ARTICLE 30: To see if the Town will raise and appropriate, borrow and appropriate or transfer from available funds and appropriate the sum of \$70,000 for the purpose of installing a vehicle exhaust ventilation system at Fire Headquarters, 21 Main Street, and Station 2 at 2 Harrington Court, or do or act anything in relation thereto. (Proposed by the Facilities Manager and the Fire Chief)

MOTION MADE: TO POSTPONE INDEFINITELY.

MOTION CARRIES UNANIMOUSLY.

ARTICLE 31: To see if the Town will vote to raise and appropriate, or transfer from available funds and appropriate the sum of \$35,000 for the purpose of purchasing and/or installing a public interactive notification system for disaster notification, or do or act anything in relation thereto. (Proposed by the Local Emergency Planning Committee)

Annual Town Meeting (continued)

MOTION MADE: TO POSTPONE INDEFINITELY.

MOTION CARRIES UNANIMOUSLY.

ARTICLE 32: To see if the Town will vote to raise and appropriate, or transfer from available funds and appropriate the sum of \$18,000 for the purpose of replacing the boiler and improving the heating systems located at Fire Headquarters, 21 Main Street, or do or act anything in relation thereto. (Proposed by the Facilities Manager and the Fire Chief)

MOTION MADE: That the Town raise and appropriate the sum of \$18,000 to replace the boiler and improve the heating system located at Fire Headquarters, 21 Main Street.

MOTION CARRIES UNANIMOUSLY.

ARTICLE 33: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds and appropriate, a sum of money for the purpose of hiring consulting engineers by various Town departments, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

MOTION MADE: That the Town raise and appropriate the sum of \$10,000 for the purpose of hiring consulting engineers by various town departments.

MOTION CARRIES UNANIMOUSLY.

ARTICLE 34: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds and appropriate, a sum of money for the purpose of maintenance of equipment, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

MOTION MADE: TO POSTPONE INDEFINITELY.

MOTION CARRIES UNANIMOUSLY.

ARTICLE 35: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds and appropriate, a sum of money for the purpose of establishing a fund to be used to pay the Town's share of casualty and other losses incurred to Town property and equipment which are not covered by insurance policies, and/or which has been destroyed or damaged as a result of accident or casualty, for which a third party is liable and for which the Town is entitled to be reimbursed from damages caused as a result of such accident or casualty, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

MOTION MADE: TO POSTPONE INDEFINITELY.

MOTION CARRIES UNANIMOUSLY.

ARTICLE 36: To see if the Town will vote to establish and authorize the use of a revolving fund account pursuant to the provisions of Massachusetts General Laws, Chapter 44, Section 53E ½ for the purpose of funding the inspection services for the Sealer of Weights and Measures,

Annual Town Meeting (continued)

plumbing and wiring. All receipts received for the services provided by the above-mentioned departments shall be credited to this account up to the amount of \$60,000. The Town Accountant will authorize expenditures from this revolving fund, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

MOTION MADE: That the Town renew a revolving fund established under Chapter 44, Section 53 E ½, "An Act Authorizing Cities and Towns to Establish Certain Revolving Funds", a revolving fund for the purpose of funding the inspection services for the Sealer of Weights and Measures, plumbing and wiring. All receipts received for the services provided by the above-mentioned departments shall be credited to this account up to the amount of \$60,000. The Town Accountant will authorize expenditures from this revolving fund.

MOTION CARRIES UNANIMOUSLY.

(see Article 10)

MOTION MADE to reconsider Article 10.
REQUIRES 2/3 VOTE.

MOTION PASSED UNANIMOUSLY.

ARTICLE 37: To see if the Town will vote to raise and appropriate or transfer from any available funds and appropriate, or borrow and appropriate, the sum of \$99,344 for the FY 2005 installment of the multiyear technology update in all Southborough Public Schools, or do or act anything in relation thereto. (Proposed by the Southborough School Committee)

MOTION MADE: That the Town raise and appropriate the sum of \$86,542 for the FY 2005 installment of the multiyear technology update in all Southborough Public Schools.

MOTION VOTED UNANIMOUSLY.

ARTICLE 38: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate, or borrow and appropriate, a sum of money for making extraordinary repairs to the Margaret Neary Elementary School, including the payment of all costs incidental and related thereto, or do or act anything in relation thereto. (Proposed by the Southborough School Committee)

MOTION MADE: That the Town borrow and appropriate the sum of \$255,984 for making extraordinary repairs to the Margaret Neary School, including the payment of all costs incidental and related thereto. This appropriation and borrowing shall be contingent upon a favorable debt exclusion vote at the annual town election.

AMENDMENT TO MOTION: TO POSTPONE INDEFINETLY

AMENDMENT TO MOTION VOTED UNANIMOUSLY.

Annual Town Meeting (continued)

ARTICLE 39: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate, or borrow and appropriate, a sum of money for constructing, originally equipping and furnishing an addition or additions to the P. Brent Trottier Middle School, including the payment of all costs incidental and related thereto, for remodeling, reconstructing or making extraordinary repairs to the present P. Brent Trottier Middle School, including the payment of all costs incidental and related thereto, for constructing, originally equipping and furnishing an addition or additions to the Albert S. Woodward School, including the payment of all costs incidental and related thereto for remodeling, reconstructing or making extraordinary repairs to the present Albert S. Woodward School, including costs incidental and related thereto, or do or act anything in relation thereto. (Proposed by the Southborough School Building Committee)

MOTION MADE: TO POSTPONE INDEFINITELY

MOTION VOTED UNANIMOUSLY.

ARTICLE 40: To see if the Town will vote to amend the Code of the Town of Southborough by deleting Chapter 95 IN ITS ENTIRETY and inserting a new Chapter 95 as follows:

FALSE ALARM BYLAW

- § 95-1. Definitions
- § 95-2. Responsibility to register alarm systems
- § 95-3. Equipment Limitations
- § 95-4. False Alarms
- § 95-5. Monitoring Procedures
- § 95-6. Applicability
- § 95-7. Limitation of Liability
- § 95-8. Severability

§ 95-1. Definitions

ALARM SYSTEM: Any device which when activated transmits a signal to the police and/or fire department, or transmits a signal to a person or company, who relays information to the police and/or fire department, or produces an audible or visible signal to which the police and/or fire department is expected to respond.

ALARM USER: Any person who is the owner or person in charge of premises where an alarm system is maintained within the Town of Southborough.

FALSE ALARM: The activation of an alarm which results in the Police Department responding where it is determined after investigation by the police department that no criminal activity or attempted criminal activity has occurred, or the Fire Department responding where no actual fire is, or has occurred. A false alarm does not include alarms caused by hurricanes, surges or failures in the transmission of electrical power or other conditions that are beyond the control of the user, or in the case of a fire alarm, smoke caused by cooking, fireplace and stove use where no damage occurs.

Annual Town Meeting (continued)

The Town: The Town of Southborough.

§ 95-2. Responsibility to register alarm systems

- A. Every alarm user shall register an alarm system by completing the required form which will include his/her name, person who is authorized to respond to an emergency signal transmitted by an alarm system and who can open or provide access to the premises where the alarm is located.
- B. All existing alarm systems shall be registered with the Town of Southborough before January 1, 2005. All alarms users will register annually by January 1st of each subsequent year. The Annual Registration fee will be determined by the Board of Selectmen.
- C. All security alarm systems installed after the effective date of this by-law shall be registered with the Chief of Police, and all fire and medical alarm systems installed after the effective date of this by-law shall be registered with the Fire Chief within thirty (30) days of the date of installation.
- D. Penalty: Failure to comply with any Subsection of Section 2 shall be punishable by a fine of one hundred dollars (\$100) for each offense.

§ 95-3. Equipment Limitations

- A. Automatic Dialer Devices Prohibited: It shall be unlawful to install a mechanical protection device that is automatically keyed to and/or activates the telephone line(s) controlled by and/or listed to the Southborough Police and Fire Departments. All such devices installed before the effective date of this bylaw shall be removed before July 1, 2005.
- B. Audible Device Time Limitation: All newly installed security alarm systems which use an audible bell, horn, or siren shall be equipped with an automatic shutoff device, which shall deactivate the alarm within fifteen (15) minutes. All existing alarm users with an audible bell, horn, or siren must have such deactivation systems installed by January 1, 2005. The exception shall be fire alarm systems.
- C. Penalty: Failure to comply with any Subsection of Section 3 shall be punishable by a fine of one hundred dollars (\$100) for each offense.

§ 95-4. False Alarms

- A. Notice: An alarm user shall be notified by the Police Department in writing after the Police Department has recorded two (2) separate false security alarms from an alarm user within a twelve month period. An alarm user shall be notified by the Fire Department in writing after the Fire Department has recorded two (2) separate false fire or medical alarms from an alarm user within a twelve month period. The Police Chief, or his or her designee, shall notify the alarm user, in writing, of such facts, including the dates and times of each alleged false alarm. After three (3) separate false alarms, the Police Chief

Annual Town Meeting (continued)

or designee will again notify the alarm user, in writing, of such facts. The Fire Chief, or his or her designee, shall notify the alarm user, in writing, of such facts, including the dates and times of each alleged false alarm. After three (3) separate false alarms, the Fire Chief or designee will again notify the alarm user, in writing, of such facts.

- B. Testing: All users must notify the Police Department for security alarm systems, and the Fire Department for fire and medical alarm systems in advance of any testing equipment. Failure to notify the Police or Fire Department in advance of testing shall constitute a false alarm and be subject to the assessment schedule contained herein.
- C. Penalties: An alarm user whose alarm system transmits or otherwise causes more than three (3) false alarms in a twelve month period shall be assessed a penalty of \$50.00 for the fourth (4th) false alarm in any twelve month period; and a \$100.00 penalty for each subsequent false alarm.
- D. A security alarm user, or authorized key-holder is required to respond to all security alarm calls, unless a verified cancellation is received before the arrival of the police. The Police will accept these verified cancellations from the owner, key-holder or monitoring company, before the arrival of the Police patrol unit(s). No fine will be charged for such cancellation. An alarm user, or authorized key-holder is required to respond to all fire alarm calls.

§ 95-5. Monitoring Procedures

A. An Alarm Business performing Monitoring/Central Station services for security systems shall:

- 1. Not request dispatch for police response during the first week after installation of an Alarm System, but rather use that week to train the Alarm User on proper use of the Alarm System, unless extenuating circumstances necessitate immediate requests for response as determined by the Administrator.
- 2. Report alarm signals by using telephone numbers designated by the Alarm Coordinator;
- 3. Attempt to Verify every alarm signal, except a duress or hold up alarm activation before requesting a police response to an alarm signal;
- 4. Communicate Alarm Dispatch Requests to the Southborough Police in a manner and form determined by the Alarm Coordinator;
- 5. Communicate Verified Cancellations of Alarm Dispatch Requests to the Police in a manner and form determined by the Alarm Coordinator;
- 6. Ensure that all Alarm Users of Alarm Systems equipped with Duress/ Panic Alarm are given adequate training as to their proper use;

Annual Town Meeting (continued)

7. No alarm calls received shall be reported by monitoring/central stations via 9-1-1.
- B. An Alarm Business performing Monitoring/Central Station services for fire alarm systems shall:
- a. Meet all applicable requirements of Underwriters Laboratory and the National Fire Protection Association Standards for Fire Alarm monitoring stations.
 - b. Report all fire alarms to Southborough Fire (508) 485-3232.
 - c. Report all security alarms to Southborough Police at (508) 485-2121.

§ 95-6. Applicability

This bylaw shall be subject to the provisions of G.L.c.40 §21D for non-criminal enforcement. All fines shall be made payable to the Town Treasurer for deposit in the General Fund.

§ 95-7. Limitation of Liability

Notwithstanding the provisions of this By-law, the Town, its departments, officers, agents, and employees shall be under no obligation whatsoever concerning the adequacy, operation or maintenance of any alarm system or of alarm monitoring facilities. No liability whatsoever is assumed for the failure of such alarm devices for monitoring facilities or for failure to respond to alarms or for any other act or omission in connection with such alarm devices. Each alarm user shall be deemed to hold and save harmless the Town, its departments, officers, agents and employees from Liability in connection with the alarm user's alarm device.

§ 95-8 Severability

If any provision of this bylaw is found or determined by a court of competent jurisdiction to be unenforceable for any reason, then it is the intent that the remaining provisions continue in full force and effect.

, or do or act anything in relation thereto. (Proposed by the Fire Chief and the Police Chief)

MOTION MADE: That the Town amend the Code of the Town of Southborough by deleting Chapter 95 in its entirety and inserting a new Chapter 95, False Alarm Bylaw as printed in the Warrant.

AMENDMENT TO MOTION: to delete Section 95-2 as printed in the Warrant.

REQUIRES MAJORITY VOTE.

AMENDMENT TO MOTION FAILS.

ORIGINAL MOTION CARRIES BY MAJORITY VOTE.

Annual Town Meeting (continued)

ARTICLE 41: To see if the Town will vote to accept the provisions of Massachusetts General Laws, Chapter 138, Section 33 (b) as enacted by the Acts of the General Court 2003, Chapter 141, Section 32, which, in effect, will prohibit all Sunday sales of alcoholic beverages as to those licenses issued pursuant to Massachusetts General Laws, Chapter 138, Section 12 and 15, as amended, or do or act anything in relation thereto (Proposed by the Board of Selectmen)

MOTION MADE: That the Town accept the provisions of Massachusetts General Laws, Chapter 138, Section 33 (b) as enacted by the Acts of the General Court 2003, Chapter 141, Section 32 which will prohibit all Sunday sales of alcoholic beverages as to those licenses issued pursuant to Massachusetts General Laws, Chapter 138, Section 12 and 15.

MOTION DEFEATED UNANIMOUSLY.

ARTICLE 42: To see if the Town will vote to accept the provisions of Massachusetts General Laws, Chapter 60, Section 77C, which permits Cities and Towns to accept deeds from persons with an interest in real property on which there are outstanding taxes and charges, as an alternative to tax taking or foreclosure, or do or act anything in relation thereto. (Proposed by the Town Treasurer/Collector)

MOTION MADE: That the Town accept the provisions of Massachusetts General Laws, Chapter 60, Section 77C, which permits Cities and Towns to accept deeds from persons with an interest in real property on which there are outstanding taxes and charges, as an alternative to tax taking or foreclosure.

MOTION VOTED UNANIMOUSLY.

ARTICLE 43: To see if the Town will vote to accept a Deed of Conveyance from Claire Friar, Owner by descent of certain property located at 26 Gilmore Road, Assessor's Map 7, Lot 6 pursuant to the authority of Massachusetts General Laws, Chapter 60, Section 77C. Being the same premises referred to in a Deed recorded on February 8, 1956 in the Worcester Registry of Deeds, Book 3751, Page 224. Said parcel containing .52 acres more or less, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

MOTION MADE: That the Town accept a Deed of Conveyance from Claire Friar, Owner by descent of certain property located at 26 Gilmore road, Assessor's Map 7, Lot 6 pursuant to the authority of Massachusetts General Laws, Chapter 60, Section 77C. Being the same premises referred to in a Deed recorded on February 8, 1956 in the Worcester Registry of Deeds, Book 3751, Page 224. Said parcel containing .52 acres more or less.

AMENDMENT TO MOTION: That acceptance of Deed be contingent on successful 21E Assessment.

AMENDMENT TO MOTION DEFECTED.

ORIGINAL MOTION VOTED UNANIMOUSLY.

Annual Town Meeting (continued)

ARTICLE 44: To see if the Town will vote to amend Chapter 6 of the Code of the Town of Southborough by inserting a new article as follows:

Article IV Southborough Housing Opportunity Partnership Committee
Section 6-11 Establishment

The Board of Selectmen shall appoint a citizen's committee to be called the Southborough Housing Opportunity Partnership Committee, to be comprised of five (5) members, serving staggered terms of three (3) years each. Said committee shall also include three ex-officio members, without voting authority, from the following: Board of Selectmen, Planning Board and Southborough Housing Authority.

Section 6-12 Purpose

Said Committee's purpose shall be to study, promote, and act as facilitators to create affordable housing in the Town of Southborough, and any other action related thereto.

, or do or act anything in relation thereto. (Proposed by the Board of Selectmen and SHOPC)

MOTION MADE: That the Town amend Chapter 6 of the Code of the Town of Southborough, Southborough Housing Opportunity Partnership Council, by inserting a new article as printed in the Warrant.

MOTION VOTED UNANIMOUSLY.

ARTICLE 45: To see if the Town will vote to amend the Zoning Code of the Town of Southborough, by deleting 174.13.2.A (1) – “Major Residential Development – Applicability” and inserting the following language:

(1) Special permit required. Major residential development, that is, the creation of eight (8) or more lots or construction of eight (8) or more dwelling units within an eight-year period from or on a property or set of contiguous properties in common ownership as of January 1, 1986, is allowed on special permit, as indicated in § 174-8, Schedule of Use Regulations. Applicants applying under this section must also concurrently file the application with the Southborough Housing Opportunity Partnership Committee (SHOPC).

And to further amend this Section by deleting 174.13.2.E (1) – “Major Residential Development – Affordable Housing” and inserting the following language:

E. (1) Provision of affordable units.

- a. Number of units to be provided: All developments including a residential component which are subject to this Section shall be required to set aside a minimum of twelve and one-half percent (12.5%) of the total number of dwelling units provided as affordable housing.

Annual Town Meeting (continued)

- b. Fractions: If, when applying the percentage to the total number of units to determine the number of affordable units, the resulting number of affordable units includes a fraction of a unit, this fraction, if one-half (1/2) or greater, shall be rounded up to the next whole number. If the resulting number of affordable units includes a fraction of a unit less than one-half, the fraction shall be rounded down to the next whole number.
- c. Sale, lease or rental of units to low-income households: Units set aside for sale, lease or rental to low-income households shall be restricted for occupancy by qualified households that meet the definition of "low" income set forth in this bylaw.
- d. Affordability of rental and ownership units. Affordable rental and ownership units shall serve low-income households.
- e. Relationship to the affordable housing inventory. It is intended that the affordable housing units serving low-income households that result from this bylaw be considered as Local Initiative Units in compliance with the requirements of the Commonwealth of Massachusetts Department of Housing and Community Development, as required for the ten-percent (10%) statutory requirement under MGL C. 40B. A low-income household is defined as having a total household or family income between fifty-one (51) percent and eighty (80) percent of the median income for the Boston Standard Metropolitan Statistical Area, as set forth in regulations promulgated from time to time by the U. S. Department of Housing and Urban Development, or by a similar federal agency created to replace it, as adopted by the Commonwealth of Massachusetts Department of Housing and Community Development.
- f. Relationship to public funding programs. Developers may participate in public subsidy programs and still meet the requirements of this Section. Such participation will be subject to the approval of the subsidizing agency and to the unit price limitations of the funding program as well as those required by this Section. In case of conflicting price limitations, the lower price requirement shall prevail.
- g. Relationships to other organizations. Subject to the approval of the Southborough Housing Opportunity Partnership Committee and the applicable subsidizing agency, developers may elect to work with a local nonprofit housing provider, such as the Southborough Housing Authority, to distribute, maintain or operate the units in accordance with the requirements and intent of this Section.

(2) Affordability requirements

- a. Duration of affordability. Affordable units shall be subject to restrictions that to the extent legally possible shall preserve the permanent affordability (in perpetuity) of the units as defined by this bylaw, but in no case shall be fewer than 99 years.

Annual Town Meeting (continued)

- b. Maximum rental price. Rents for the affordable units, including utilities (heat, water, electricity), shall not exceed 30% of the targeted annual gross household income, as determined by the Commonwealth of Massachusetts Department of Housing and Community Development. Specific prices shall be determined by the state or federal funding source, if applicable, and are subject to approval by the Southborough Housing Opportunity Partnership Committee.
- c. Maximum sales price. Housing costs, including monthly housing payments, principal and interest payments, real estate taxes, and insurance, shall not exceed 30% of the targeted gross household income. Specific prices shall be determined by the state or federal funding source, if applicable, and are subject to approval by the Southborough Housing Opportunity Partnership Committee.
- d. Resale prices. Subsequent resale prices shall be determined based on a percentage of the median income at the time of resale as determined by the federal Department of Housing and Urban Development and adopted by the Commonwealth of Massachusetts Department of Housing and Community Development. The resale price will be established based on a discount rate, which is the percentage of the median income for which the unit was originally sold. The method of resale price calculation shall be included as part of the deed restriction. Through agreement between the Southborough Housing Opportunity Partnership Committee and the developer or owner, this percentage may be increased or decreased by up to five percent (5%) at the time of resale, in order to assure that the target income groups' ability to purchase will be kept in line with the unit's market appreciation and to provide a proper return on equity to the seller.
- e. Marketing plan. The affordable units must be rented or sold using marketing and selection guidelines approved by the Southborough Housing Opportunity Partnership Committee, and in accordance with state guidelines.
- f. Preference for Town residents and persons employed within the Town. Unless otherwise prohibited by a federal or state agency under a financing or other subsidy program, not less than seventy percent (70%) of the affordable units shall be initially offered to, in order of preference:
 - To employees of the Town of Southborough for at least five (5) years;
 - Current residents of the Town of Southborough who have resided in the Town for a minimum of five (5) years and/or persons who, although not currently residents of the Town, have previously resided in the Town of Southborough for a minimum of five (5) years in the last fifteen (15) years.

(3) Development standards.

- a. Location of affordable units. Affordable units shall be dispersed throughout the development so as to ensure a true mix of market-rate and affordable housing.

Annual Town Meeting (continued)

- b. Comparability. Affordable units shall be to the extent possible externally indistinguishable from market rate units in the same development. Affordable units should be comparable to market rate units in terms of location, quality, character, and room size.
- c. Unit size. Except as otherwise authorized by the Southborough Housing Opportunity Partnership Committee, affordable units shall contain one or more bedrooms. The mix of unit sizes among the affordable units shall be proportionate to that of the development as a whole.
- d. Rights and privileges. The owners or renters of affordable units shall have all rights, privileges and responsibilities accorded to market-rate owners or renters, including access to all non-fee amenities within the development.

(4) Incentive

To facilitate the objectives of this Section, modifications to the dimensional requirements in the applicable zoning district shall be permitted for projects subject to the requirements of this Section. The modifications shall be permitted as set forth below. The following incentive is available only for projects in which the affordable units are provided on-site.

- a. Density Bonus. The minimum lot area per dwelling unit normally required in the applicable zoning district shall be reduced by that amount necessary, upon approval, to permit up to two additional units in the project for each one affordable unit as required in Section E. 1 (1) above.

(5) Alternative Methods of Affordability

- a. This Section mandates that affordable units shall be provided onsite. However, in certain exceptional circumstances the Planning Board may, at the formal written request of the developer, consider an alternative method of compliance. In granting such authorization, the Town must find that the developer has demonstrated that building the required affordable units on-site would create a significant hardship, or that such alternate method of compliance is in the best interests of the Town. A significant hardship shall be defined as being of such significance that the property cannot physically accommodate the required affordable units and/or related requirements, such as height, setbacks, or parking. Hardship shall not be considered due to financial or marketing consideration. To have such a request considered, the burden of proof shall be on the developers, who must make full disclosure to the Planning Board of all relevant information. Approval of alternate methods of compliance shall be only for the methods described below.

Except as set forth below, affordable units provided through an alternate method shall comply in all other respects with the requirements of this Bylaw. The incentives described in Section IV are not available to development proposals in

Annual Town Meeting (continued)

which the requirements of this Section are met using one of the following alternative methods of compliance.

- The following alternative methods of compliance, in order of preference by the Town, may be considered by the Town in rare, exceptional circumstances:
- Off-site Location: With authorization by the Planning Board as described above, affordable units may be constructed by the developer on an alternate site. The alternate site must be suitable for residential development and must be within the Town of Southborough, and must add to the Town's stock of affordable housing units. Off-site units shall be comparable in quality, size and type to the market-rate units being created, and of a number no fewer than the number of units that would have otherwise been provided on-site. Affordable off-site units allowed by this by-law may be located in an existing structure, provided that their construction constitutes a net increase in the number of dwelling units contained in the structure. Off-site units shall be subject to the same construction schedule as otherwise required if on-site as set forth in Section VI. (3).
- Cash Contribution: With authorization by the Planning Board as described above, developers may make a cash payment to the Town to be used only for the purposes of providing housing affordable to low-income households as defined by this Bylaw.

For ownership developments, the financial contribution for each affordable unit shall be equal to the full purchase price of an affordable unit for a four-person low-income household as defined by this Bylaw and in accordance with the regulations and policies of the Department of Housing and Community Development. In order to include the value of the land, the financial contribution for each affordable unit shall also include an amount equal to the current year's assessed value of the land divided by the total number of units proposed, multiplied by the total number of affordable units.

For rental units, the financial contribution for each affordable unit shall be equal to the difference between the average market rental price for the market-rate units in the subject development and the rent affordable to a four-person low-income household as defined by this Ordinance, calculated over a term of 10 years. In order to include the value of the land, the financial contribution for each affordable unit shall also include an amount equal to the current year's assessed value of the land divided by the total number of units proposed, multiplied by the total number of affordable units.

Prior to the issuance of a final occupancy permit for any portion of the project, the contribution shall be payable in full, or a written agreement approved by the Planning Board and SHOPC must be recorded and filed with the Town Treasurer.

- Administration of funds. Funds donated to the Town in accordance with the provisions outlined in M.G.L., Chapter 44, Section 53A, shall be restricted solely for the creation of affordable housing, located in the Town of Southborough, and as defined by this bylaw. The funds shall be kept in a separate account by the Town Treasurer. The Town Treasurer shall deposit the funds in a bank or invest the same in securities as are legal under the law of the Commonwealth of Massachusetts. Any

Annual Town Meeting (continued)

interest earned shall be credited to and become part of the fund. Any moneys conveyed to the Town in accordance with this Section shall be expended only with approval of the majority of Town Meeting.

(6) Enforcement

- a. Legal restrictions. Affordable units shall be rented or sold subject to deed covenants, contractual agreements, and/or other mechanisms restricting the use and occupancy, rent levels and sales prices of such units to assure their affordability. All restrictive instruments shall be subject to review and approval by the Southborough Housing Opportunity Partnership Committee and Town Counsel. All condominium documents and fees shall be subject to review and approval by the Southborough Housing Opportunity Partnership Committee and Town Counsel.
- b. Timing of commitments. All contractual agreements with the Town and other documents necessary to ensure compliance with this Section shall be executed prior to and as a condition of the issuance of any approval required to commence construction.
- c. Timing of construction. As a condition of the issuance of approval under this Section, the Southborough Housing Opportunity Partnership Committee may set a time schedule for the construction of both affordable and market-rate units. No Certificate of Occupancy shall be issued for any market-rate units in a development subject to the requirements of this Section until 25% of the affordable units required to be constructed have been issued a Certificate of Occupancy. No Certificate of Occupancy shall be issued to more than 75% of the market-rate units until 100% of the affordable units required to be constructed have obtained a Certificate of Occupancy.

(7) Severability

In case any paragraph or part of this Section should be for any reason declared invalid or unconstitutional by any court of last resort, every other paragraph or part shall continue in full force and effect.

(8) Exempt areas. Development within a Critical Resource District (§ 174-8.10) shall be exempt from the requirements of this section.

And to further amend the section 174.13.2.F “Bonused Development” by deleting the following language:

- (1) Mandatory bonus. The Planning Board shall authorize an increase in lots or dwelling units of ten percent (10%) above that allowed under Subsection D(1) in return for the inclusion of ten percent (10%) affordable housing required by Subsection E, except where restricted in the Critical Resource District.

Annual Town Meeting (continued)

And insert the following:

- (1) Discretionary bonus. The Planning Board may also authorize up to an additional ten-percent increase based on the following criteria, unless the Board explains in its decision why unusual circumstances cause the Board to act otherwise:
 - (a) Middle income units. For units designed for households having incomes not exceeding one hundred forty percent (140%) of the median family income for the Boston Region, as estimated by the HUD Regional Economist:
 - [1] Bonus: One (1) added lot or unit for each middle income unit, provided that the following requirements are met.
- [2] Continuing affordability. The units shall be assured of continuing affordability for middle income households, for not less than ten (10) years.
- [3] Local preference. The provisions of Subsection (E)(4) applicable to affordable units shall also apply to middle income units.
 - (a) On-site preservation of critical areas. For land otherwise eligible to be credited towards lot area but not so credited and either restricted under a conservation restriction or deeded to the town, if that land is determined by the Planning Board to be of critical importance for retention in an undeveloped state such as the following:
 - [1] Land within two hundred (200) feet of existing major roads.
 - [2] Land across which there are important scenic views from publicly accessible points.
 - [3] Land of special habitat or ecological value and fragility.
- [4] Bonus: one (1) added lot or dwelling unit for each lot which could reasonably be expected to be developed in the restricted area under a conventional plan in full conformance with zoning, subdivision regulations, and health codes. In making this determination, the Planning Board shall seek the advice of the Conservation Commission and Board of Health.
- (c) Off-site preservation of critical areas. For land in Southborough not contiguous with the parcel to be developed, whether in the same ownership or not, if made part of the flexible development application and to be preserved under a conservation restriction or deeded to the town, if the Planning Board determines that the land is of critical importance for retention as provided under Subsection F(2)(b) above, and that the land being developed is not of critical importance for retention:
 - [1] Bonus: one (1) added dwelling unit for each dwelling unit which could reasonably be expected to have been developed on the restricted parcel under a

Annual Town Meeting (continued)

conventional plan in full conformance with zoning, subdivision regulations and health codes.

[2] Critical resource bonus. In the case of land within the Critical Resource District proposed to be restricted, added dwelling units (which must be outside the district) shall equal double the number reasonably expected on a conventional plan for the restricted land.

, or do or act anything in relation thereto. (Proposed by Board of Selectmen and the Southborough Housing Opportunity Partnership Committee)

MOTION MADE: That the Town amend the Zoning Code of the Town of Southborough, be deleting 174.13.2.A (1) – “Major Residential Development – Applicability” and insert the language as printed in the Warrant.

REQUIRES 2/3 VOTE

AMENDMENT TO MOTION: In 174.12.3.E, (4)a. Density Bonus. In line 2, delete the word “two” and insert in its place the word “three”. Also in (4) Incentive, delete the last sentence of the first paragraph that reads, “The following incentive is available only for projects in which the affordable units are provided on-site.” In (5)a. Alternate Methods of Affordability, paragraph two, delete the words, “one of the following alternative methods”, and insert in their place the words, “the cash contribution method”.

AMENDMENT to MOTION VOTED UNANIMOUSLY.

SECOND AMENDMENT to MOTION: TO POSTPONE INDEFINITELY.

SECOND AMENDMENT to MOTION TO POSTPONE: FAILS BY MAJORITY VOTE.

THIRD AMENDMENT to MOTION: In Item E2(a) by eliminating “99” and substituting “50” years and Item E2(b) by eliminating the word “including” (first line) and substituting the word “excluding”.

THIRD AMENDMENT to MOTION CARRIES BY MAJORITY VOTE.

MAIN MOTION WITH AMENDMENTS CARRIES UNANIMOUSLY.

ARTICLE 45 (as amended): To see if the Town will vote to amend the Zoning Code of the Town of Southborough, by deleting 174.13.2.A (1) – “Major Residential Development – Applicability” and inserting the following language:

(1) Special permit required. Major residential development, that is, the creation of eight (8) or more lots or construction of eight (8) or more dwelling units within an eight-year period from or on a property or set of contiguous properties in common ownership as of January 1, 1986, is allowed on special permit, as indicated in § 174-8, Schedule of Use Regulations. Applicants applying under this section must also concurrently file the application with the Southborough Housing Opportunity Partnership Committee (SHOPC).

And to further amend this Section by deleting 174.13.2.E (1) – “Major Residential Development – Affordable Housing” and inserting the following language:

E. (1) Provision of affordable units.

Annual Town Meeting (continued)

- a. Number of units to be provided: All developments including a residential component which are subject to this Section shall be required to set aside a minimum of twelve and one-half percent (12.5%) of the total number of dwelling units provided as affordable housing.
- b. Fractions: If, when applying the percentage to the total number of units to determine the number of affordable units, the resulting number of affordable units includes a fraction of a unit, this fraction, if one-half (1/2) or greater, shall be rounded up to the next whole number. If the resulting number of affordable units includes a fraction of a unit less than one-half, the fraction shall be rounded down to the next whole number.
- c. Sale, lease or rental of units to low-income households: Units set aside for sale, lease or rental to low-income households shall be restricted for occupancy by qualified households that meet the definition of "low" income set forth in this bylaw.
- d. Affordability of rental and ownership units. Affordable rental and ownership units shall serve low-income households.
- e. Relationship to the affordable housing inventory. It is intended that the affordable housing units serving low-income households that result from this bylaw be considered as Local Initiative Units in compliance with the requirements of the Commonwealth of Massachusetts Department of Housing and Community Development, as required for the ten-percent (10%) statutory requirement under MGL C. 40B. A low-income household is defined as having a total household or family income between fifty-one (51) percent and eighty (80) percent of the median income for the Boston Standard Metropolitan Statistical Area, as set forth in regulations promulgated from time to time by the U. S. Department of Housing and Urban Development, or by a similar federal agency created to replace it, as adopted by the Commonwealth of Massachusetts Department of Housing and Community Development.
- f. Relationship to public funding programs. Developers may participate in public subsidy programs and still meet the requirements of this Section. Such participation will be subject to the approval of the subsidizing agency and to the unit price limitations of the funding program as well as those required by this Section. In case of conflicting price limitations, the lower price requirement shall prevail.
- g. Relationships to other organizations. Subject to the approval of the Southborough Housing Opportunity Partnership Committee and the applicable subsidizing agency, developers may elect to work with a local nonprofit housing provider, such as the Southborough Housing Authority, to distribute, maintain or operate the units in accordance with the requirements and intent of this Section.

(2) Affordability requirements

Annual Town Meeting (continued)

- a. Duration of affordability. Affordable units shall be subject to restrictions that to the extent legally possible shall preserve the permanent affordability (in perpetuity) of the units as defined by this bylaw, but in no case shall be fewer than 50 years.
- b. Maximum rental price. Rents for the affordable units, excluding utilities (heat, water, electricity), shall not exceed 30% of the targeted annual gross household income, as determined by the Commonwealth of Massachusetts Department of Housing and Community Development. Specific prices shall be determined by the state or federal funding source, if applicable, and are subject to approval by the Southborough Housing Opportunity Partnership Committee.
- c. Maximum sales price. Housing costs, including monthly housing payments, principal and interest payments, real estate taxes, and insurance, shall not exceed 30% of the targeted gross household income. Specific prices shall be determined by the state or federal funding source, if applicable, and are subject to approval by the Southborough Housing Opportunity Partnership Committee.
- d. Resale prices. Subsequent resale prices shall be determined based on a percentage of the median income at the time of resale as determined by the federal Department of Housing and Urban Development and adopted by the Commonwealth of Massachusetts Department of Housing and Community Development. The resale price will be established based on a discount rate, which is the percentage of the median income for which the unit was originally sold. The method of resale price calculation shall be included as part of the deed restriction. Through agreement between the Southborough Housing Opportunity Partnership Committee and the developer or owner, this percentage may be increased or decreased by up to five percent (5%) at the time of resale, in order to assure that the target income groups' ability to purchase will be kept in line with the unit's market appreciation and to provide a proper return on equity to the seller.
- e. Marketing plan. The affordable units must be rented or sold using marketing and selection guidelines approved by the Southborough Housing Opportunity Partnership Committee, and in accordance with state guidelines.
- f. Preference for Town residents and persons employed within the Town. Unless otherwise prohibited by a federal or state agency under a financing or other subsidy program, not less than seventy percent (70%) of the affordable units shall be initially offered to, in order of preference:
 - To employees of the Town of Southborough for at least five (5) years;
 - Current residents of the Town of Southborough who have resided in the Town for a minimum of five (5) years and/or persons who, although not currently residents of the Town, have previously resided in the Town of Southborough for a minimum of five (5) years in the last fifteen (15) years.

(3) Development standards.

Annual Town Meeting (continued)

- a. Location of affordable units. Affordable units shall be dispersed throughout the development so as to ensure a true mix of market-rate and affordable housing.
- b. Comparability. Affordable units shall be to the extent possible externally indistinguishable from market rate units in the same development. Affordable units should be comparable to market rate units in terms of location, quality, character, and room size.
- c. Unit size. Except as otherwise authorized by the Southborough Housing Opportunity Partnership Committee, affordable units shall contain one or more bedrooms. The mix of unit sizes among the affordable units shall be proportionate to that of the development as a whole.
- d. Rights and privileges. The owners or renters of affordable units shall have all rights, privileges and responsibilities accorded to market-rate owners or renters, including access to all non-fee amenities within the development.

(4) Incentive

To facilitate the objectives of this Section, modifications to the dimensional requirements in the applicable zoning district shall be permitted for projects subject to the requirements of this Section. The modifications shall be permitted as set forth below.

- a. Density Bonus. The minimum lot area per dwelling unit normally required in the applicable zoning district shall be reduced by that amount necessary, upon approval, to permit up to three additional units in the project for each one affordable unit as required in Section E. 1 (1) above.

(5) Alternative Methods of Affordability

- a. This Section mandates that affordable units shall be provided onsite. However, in certain exceptional circumstances the Planning Board may, at the formal written request of the developer, consider an alternative method of compliance. In granting such authorization, the Town must find that the developer has demonstrated that building the required affordable units on-site would create a significant hardship, or that such alternate method of compliance is in the best interests of the Town. A significant hardship shall be defined as being of such significance that the property cannot physically accommodate the required affordable units and/or related requirements, such as height, setbacks, or parking. Hardship shall not be considered due to financial or marketing consideration. To have such a request considered, the burden of proof shall be on the developers, who must make full disclosure to the Planning Board of all relevant information. Approval of alternate methods of compliance shall be only for the methods described below.

Annual Town Meeting (continued)

Except as set forth below, affordable units provided through an alternate method shall comply in all other respects with the requirements of this Bylaw. The incentives described in Section IV are not available to development proposals in which the requirements of this Section are met using the cash contribution method of compliance.

- The following alternative methods of compliance, in order of preference by the Town, may be considered by the Town in rare, exceptional circumstances:
- Off-site Location: With authorization by the Planning Board as described above, affordable units may be constructed by the developer on an alternate site. The alternate site must be suitable for residential development and must be within the Town of Southborough, and must add to the Town's stock of affordable housing units. Off-site units shall be comparable in quality, size and type to the market-rate units being created, and of a number no fewer than the number of units that would have otherwise been provided on-site. Affordable off-site units allowed by this by-law may be located in an existing structure, provided that their construction constitutes a net increase in the number of dwelling units contained in the structure. Off-site units shall be subject to the same construction schedule as otherwise required if on-site as set forth in Section VI. (3).
- Cash Contribution: With authorization by the Planning Board as described above, developers may make a cash payment to the Town to be used only for the purposes of providing housing affordable to low-income households as defined by this Bylaw.

For ownership developments, the financial contribution for each affordable unit shall be equal to the full purchase price of an affordable unit for a four-person low-income household as defined by this Bylaw and in accordance with the regulations and policies of the Department of Housing and Community Development. In order to include the value of the land, the financial contribution for each affordable unit shall also include an amount equal to the current year's assessed value of the land divided by the total number of units proposed, multiplied by the total number of affordable units.

For rental units, the financial contribution for each affordable unit shall be equal to the difference between the average market rental price for the market-rate units in the subject development and the rent affordable to a four-person low-income household as defined by this Ordinance, calculated over a term of 10 years. In order to include the value of the land, the financial contribution for each affordable unit shall also include an amount equal to the current year's assessed value of the land divided by the total number of units proposed, multiplied by the total number of affordable units.

Prior to the issuance of a final occupancy permit for any portion of the project, the contribution shall be payable in full, or a written agreement approved by the Planning Board and SHOPC must be recorded and filed with the Town Treasurer.

Annual Town Meeting (continued)

- Administration of funds. Funds donated to the Town in accordance with the provisions outlined in M.G.L., Chapter 44, Section 53A, shall be restricted solely for the creation of affordable housing, located in the Town of Southborough, and as defined by this bylaw. The funds shall be kept in a separate account by the Town Treasurer. The Town Treasurer shall deposit the funds in a bank or invest the same in securities as are legal under the law of the Commonwealth of Massachusetts. Any interest earned shall be credited to and become part of the fund. Any moneys conveyed to the Town in accordance with this Section shall be expended only with approval of the majority of Town Meeting.

(6) Enforcement

- a. Legal restrictions. Affordable units shall be rented or sold subject to deed covenants, contractual agreements, and/or other mechanisms restricting the use and occupancy, rent levels and sales prices of such units to assure their affordability. All restrictive instruments shall be subject to review and approval by the Southborough Housing Opportunity Partnership Committee and Town Counsel. All condominium documents and fees shall be subject to review and approval by the Southborough Housing Opportunity Partnership Committee and Town Counsel.
- b. Timing of commitments. All contractual agreements with the Town and other documents necessary to ensure compliance with this Section shall be executed prior to and as a condition of the issuance of any approval required to commence construction.
- c. Timing of construction. As a condition of the issuance of approval under this Section, the Southborough Housing Opportunity Partnership Committee may set a time schedule for the construction of both affordable and market-rate units. No Certificate of Occupancy shall be issued for any market-rate units in a development subject to the requirements of this Section until 25% of the affordable units required to be constructed have been issued a Certificate of Occupancy. No Certificate of Occupancy shall be issued to more than 75% of the market-rate units until 100% of the affordable units required to be constructed have obtained a Certificate of Occupancy.

(7) Severability

In case any paragraph or part of this Section should be for any reason declared invalid or unconstitutional by any court of last resort, every other paragraph or part shall continue in full force and effect.

(8) Exempt areas. Development within a Critical Resource District (§ 174-8.10) shall be exempt from the requirements of this section.

And to further amend the section 174.13.2.F “Bonused Development” by deleting the following language:

Annual Town Meeting (continued)

- (1) Mandatory bonus. The Planning Board shall authorize an increase in lots or dwelling units of ten percent (10%) above that allowed under Subsection D(1) in return for the inclusion of ten percent (10%) affordable housing required by Subsection E, except where restricted in the Critical Resource District.

And insert the following:

- (1) Discretionary bonus. The Planning Board may also authorize up to an additional ten-percent increase based on the following criteria, unless the Board explains in its decision why unusual circumstances cause the Board to act otherwise:
- (a) Middle income units. For units designed for households having incomes not exceeding one hundred forty percent (140%) of the median family income for the Boston Region, as estimated by the HUD Regional Economist:
- [1] Bonus: One (1) added lot or unit for each middle income unit, provided that the following requirements are met.
- [2] Continuing affordability. The units shall be assured of continuing affordability for middle income households, for not less than ten (10) years.
- [3] Local preference. The provisions of Subsection (E)(4) applicable to affordable units shall also apply to middle income units.
- (a) On-site preservation of critical areas. For land otherwise eligible to be credited towards lot area but not so credited and either restricted under a conservation restriction or deeded to the town, if that land is determined by the Planning Board to be of critical importance for retention in an undeveloped state such as the following:
- [1] Land within two hundred (200) feet of existing major roads.
- [2] Land across which there are important scenic views from publicly accessible points.
- [3] Land of special habitat or ecological value and fragility.
- [4] Bonus: one (1) added lot or dwelling unit for each lot which could reasonably be expected to be developed in the restricted area under a conventional plan in full conformance with zoning, subdivision regulations, and health codes. In making this determination, the Planning Board shall seek the advice of the Conservation Commission and Board of Health.
- (c) Off-site preservation of critical areas. For land in Southborough not contiguous with the parcel to be developed, whether in the same ownership or not, if made part of the flexible development application and to be preserved

Annual Town Meeting (continued)

under a conservation restriction or deeded to the town, if the Planning Board determines that the land is of critical importance for retention as provided under Subsection F(2)(b) above, and that the land being developed is not of critical importance for retention:

[1] Bonus: one (1) added dwelling unit for each dwelling unit which could reasonably be expected to have been developed on the restricted parcel under a conventional plan in full conformance with zoning, subdivision regulations and health codes.

[2] Critical resource bonus. In the case of land within the Critical Resource District proposed to be restricted, added dwelling units (which must be outside the district) shall equal double the number reasonably expected on a conventional plan for the restricted land.

ARTICLE 46: To see if the Town will vote to amend the Zoning Bylaw of the Town of Southborough, by deleting 174.9.H – “Multifamily housing for the elderly” and inserting the following language:

H. Multifamily housing for the elderly is allowed by special permit per the Schedule of Use Regulations, § 174-8.

- (1) The Zoning Board of Appeals shall grant a special permit for elderly housing only after considering the following criteria. Applicants applying under this section must also concurrently file the application with the Southborough Housing Opportunity Partnership Committee (SHOPC).
 - (a) No development shall exceed an average per site of a maximum three (3) units per contiguous acre exclusive of wetlands (except as referenced in 174.13.3.7), and six (6) bedrooms per contiguous acre exclusive of wetlands. No unit shall have more than three (3) bedrooms. Any application submitted to the Zoning Board of Appeals for a Special Permit for Multifamily Housing for the Elderly prior to December 19, 1997 shall be exempt from the exclusion of wetlands when calculating the maximum number of units per site.
 - (b) The units shall have an exterior design that is consistent with the styles of the surrounding residential neighborhoods and the Town of Southborough in general.
 - (c) Wherever possible pedestrian connection to local services should be incorporated into the site design to lessen the dependency on the automobile.

Annual Town Meeting (continued)

- (d) The plan shall be designed to maximize the preservation of the natural features of the site through the use of cluster housing, and/or creative site planning. Wherever possible existing vegetation should be retained throughout the site as a natural buffer to adjacent properties.
 - (e) The proposed development shall satisfy the criteria of this chapter (174-9) outlined in paragraph A., Decision considerations.
 - (f) The total cumulative number of units approved under this section by the Zoning Board of Appeals since January 1998 shall at no time exceed fifteen (15%) percent of the total number of one-family houses in Southborough at the beginning of the year in which the application is filed, based on the Assessor's records. Residences containing apartments shall be counted as one-family houses for the purpose of this subsection.
- (2) The granting of a Special Permit by the Zoning Board of Appeals for multifamily housing for the elderly does not relieve the applicant from receiving all other applicable approvals, including Conservation Commission, Board of Health, and Site Plan approval from the Planning Board (re:174-10).
- (3) I. Provision of affordable units.
- (a) *Number of units to be provided:* All developments including a residential component which are subject to this Section shall be required to set aside a minimum of twenty-five percent (25%) of the total number of dwelling units provided as affordable housing.
 - (b) *Fractions:* If, when applying the percentage to the total number of units to determine the number of affordable units, the resulting number of affordable units includes a fraction of a unit, this fraction, if one-half (1/2) or greater, shall be rounded up to the next whole number. If the resulting number of affordable units includes a fraction of a unit less than one-half, the fraction shall be rounded down to the next whole number.
 - (c) *Sale, lease or rental of units to low-income households:* Units set aside for sale, lease or rental to low-income households shall be restricted for occupancy by qualified households that meet the definition of "low" income set forth in this bylaw.
 - (d) *Affordability of rental and ownership units.* Affordable rental and ownership units shall serve low-income households.
 - (e) *Relationship to the affordable housing inventory.* It is intended that the affordable housing units serving low-income households that result from this bylaw be considered as Local Initiative Units in compliance with the requirements of the Commonwealth of Massachusetts Department of Housing and Community Development, as required for the ten-percent (10%) statutory requirement under MGL C. 40B. A low-income household

Annual Town Meeting (continued)

is defined as having a total household or family income between fifty-one (51) percent and eighty (80) percent of the median income for the Boston Standard Metropolitan Statistical Area, as set forth in regulations promulgated from time to time by the U. S. Department of Housing and Urban Development, or by a similar federal agency created to replace it, as adopted by the Commonwealth of Massachusetts Department of Housing and Community Development.

- (f) *Relationship to public funding programs.* Developers may participate in public subsidy programs and still meet the requirements of this Section. Such participation will be subject to the approval of the subsidizing agency and to the unit price limitations of the funding program as well as those required by this Section. In case of conflicting price limitations, the lower price requirement shall prevail.
- (g) *Relationships to other organizations.* Subject to the approval of the Southborough Housing Opportunity Partnership Committee and the applicable subsidizing agency, developers may elect to work with a local nonprofit housing provider, such as the Southborough Housing Authority, to distribute, maintain or operate the units in accordance with the requirements and intent of this Section.

II. Affordability requirements

- (a) *Duration of affordability:* Affordable units shall be subject to restrictions that to the extent legally possible shall preserve the permanent affordability (in perpetuity) of the units as defined by this bylaw, but in no case shall be fewer than 99 years.
- (b) *Maximum rental price.* Rents for the affordable units, including utilities (heat, water, electricity), shall not exceed 30% of the targeted annual gross household income. Specific prices shall be determined by the state or federal funding source, if applicable, and are subject to approval by the Southborough Housing Opportunity Partnership Committee.
- (c) *Maximum sales price.* Housing costs, including monthly housing payments, principal and interest payments, real estate taxes, and insurance, shall not exceed 30% of the targeted gross household income, as determined by the Commonwealth of Massachusetts Department of Housing and Community Development. Specific prices shall be determined by the state or federal funding source, if applicable, and are subject to approval by the Southborough Housing Opportunity Partnership Committee.

Annual Town Meeting (continued)

- (d) *Resale prices.* Subsequent resale prices shall be determined based on a percentage of the median income at the time of resale as determined by the federal Department of Housing and Urban Development and adopted by the Commonwealth of Massachusetts Department of Housing and Community Development. The resale price will be established based on a discount rate, which is the percentage of the median income for which the unit was originally sold. The method of resale price calculation shall be included as part of the deed restriction. Through agreement between the Southborough Housing Opportunity Partnership Committee and the developer or owner, this percentage may be increased or decreased by up to five per cent (5%) at the time of resale, in order to assure that the target income groups' ability to purchase will be kept in line with the unit's market appreciation and to provide a proper return on equity to the seller.
- (e) *Marketing plan:* The affordable units must be rented or sold using marketing and selection guidelines approved by the Southborough Housing Opportunity Partnership Committee, and in accordance with state guidelines.
- (f) *Preference for Town residents and persons employed within the Town.* Unless otherwise prohibited by a federal or state agency under a financing or other subsidy program, not less than seventy percent (70%) of the affordable units shall be initially offered to, in order of preference:
- To employees of the Town of Southborough for at least five (5) years;
 - Current residents of the Town of Southborough who have resided in the Town for a minimum of five (5) years and/or persons who, although not currently residents of the Town, have previously resided in the Town of Southborough for a minimum of five (5) years in the past fifteen (15) years.

III. Development standards.

- (a) *Location of affordable units.* Affordable units shall be dispersed throughout the development so as to ensure a true mix of market-rate and affordable housing.
- (b) *Comparability.* Affordable units shall be to the extent possible externally indistinguishable from market rate units in the same development. Affordable units should be comparable to market rate units in terms of location, quality, character, and room size.
- (c) *Unit size.* Except as otherwise authorized by the Southborough Housing Opportunity Partnership Committee, affordable units shall contain one or more bedrooms. The mix of unit sizes among the affordable units shall be proportionate to that of the development as a whole.

Annual Town Meeting (continued)

- (d) *Rights and privileges.* The owners or renters of affordable units shall have all rights, privileges and responsibilities accorded to market-rate owners or renters, including access to all non-fee amenities within the development.

IV. Alternative Methods of Affordability

- (a) This Section mandates that affordable units shall be provided onsite. However, in certain exceptional circumstances the Board may, at the formal written request of the developer, consider an alternative method of compliance. In granting such authorization, the Town must find that the developer has demonstrated that building the required affordable units on-site would create a significant hardship, or that such alternate method of compliance is in the best interests of the Town. A significant hardship shall be defined as being of such significance that the property cannot physically accommodate the required affordable units and/or related requirements, such as height, setbacks, or parking. Hardship shall not be considered due to financial or marketing consideration. To have such a request considered, the burden of proof shall be on the developers, who must make full disclosure to the Board of all relevant information. Approval of alternate methods of compliance shall be only for the methods described below.

Except as set forth below, affordable units provided through an alternate method shall comply in all other respects with the requirements of this Bylaw.

- (b) The following alternative methods of compliance, in order of preference by the Town, may be considered by the Town in rare, exceptional circumstances:

- Off-site Location: With authorization by the Board as described above, affordable units may be constructed by the developer on an alternate site. The alternate site must be suitable for residential development and must be within the Town of Southborough, and must add to the Town's stock of affordable housing units. Off-site units shall be comparable in quality, size and type to the market-rate units being created, and of a number no fewer than the number of units that would have otherwise been provided on-site. Affordable off-site units allowed by this by-law may be located in an existing structure, provided that their construction constitutes a net increase in the number of dwelling units contained in the structure. Off-site units shall be subject to the same construction schedule as otherwise required if on-site as set forth in Section VI. (3).
- *Cash Contribution:* With authorization by the Board as described above, developers may make a cash payment to the Town to be used only for the purposes of providing housing affordable to low-income households as defined by this Bylaw.

Annual Town Meeting (continued)

For ownership developments, the financial contribution for each affordable unit shall be equal to the full purchase price of an affordable unit for a two-person low-income household as defined by this Bylaw and in accordance with the regulations and policies of the Department of Housing and Community Development. In order to include the value of the land, the financial contribution for each affordable unit shall also include an amount equal to the current year's assessed value of the land divided by the total number of units proposed, multiplied by the total number of affordable units.

For rental units, the financial contribution for each affordable unit shall be equal to the difference between the average market rental price for the market-rate units in the subject development and the rent affordable to a four-person low-income household as defined by this Ordinance, calculated over a term of 10 years. In order to include the value of the land, the financial contribution for each affordable unit shall also include an amount equal to the current year's assessed value of the land divided by the total number of units proposed, multiplied by the total number of affordable units.

Prior to the issuance of a final occupancy permit for any portion of the project the contribution shall be payable in full, or a written agreement approved by the Planning Board and SHOPC must be recorded and filed with the Town Treasurer.

(c) **Administration of funds.** Funds donated to the Town in accordance with the provisions outlined in M.G.L., Chapter 44, Section 53A, shall be restricted solely for the creation of affordable housing, located in the Town of Southborough, and as defined by this bylaw. The funds shall be kept in a separate account by the Town Treasurer. The Town Treasurer shall deposit the funds in a bank or invest the same in securities as are legal under the law of the Commonwealth of Massachusetts. Any interest earned shall be credited to and become part of the fund. Any moneys conveyed to the Town in accordance with this Section shall be expended only with approval of the majority of Town Meeting.

V. Enforcement

(a) ***Legal restrictions.*** Affordable units shall be rented or sold subject to deed covenants, contractual agreements, and/or other mechanisms restricting the use and occupancy, rent levels and sales prices of such units to assure their affordability. All restrictive instruments shall be subject to review and approval by the Southborough Housing Opportunity Partnership Committee and Town Counsel. All condominium documents and fees shall be subject to review and approval by the Southborough Housing Opportunity Partnership Committee and Town Counsel.

Annual Town Meeting (continued)

- (b) *Timing of commitments.* All contractual agreements with the Town and other documents necessary to ensure compliance with this Section shall be executed prior to and as a condition of the issuance of any approval required to commence construction.
- (c) *Timing of construction.* As a condition of the issuance of approval under this Section, the Southborough Housing Opportunity Partnership Committee may set a time schedule for the construction of both affordable and market-rate units. No Certificate of Occupancy shall be issued for any market-rate units in a development subject to the requirements of this Section until 25% of the affordable units required to be constructed have been issued a Certificate of Occupancy. No Certificate of Occupancy shall be issued to more than 75% of the market-rate units until 100% of the affordable units required to be constructed have obtained a Certificate of Occupancy.

VI. Severability

In case any paragraph or part of this Section should be for any reason declared invalid or unconstitutional by any court of last resort, every other paragraph or part shall continue in full force and effect.

, or do or act anything in relation thereto. (Proposed by Board of Selectmen and the Southborough Housing Opportunity Partnership Committee)

MOTION MADE: TO POSTPONE INDEFINITELY

MOTION VOTED UNANIMOUSLY.

ARTICLE 47: To see if the Town will vote to accept as a public way Angelica Lane, together with easements for drainage, access, egress and utilities as well as Parcels A & B for open space as described on a plan entitled "Roadway Acceptance Plan of Angelica Lane in Southborough, MA." prepared by Connorstone Consulting Engineers, dated February 20, 2004, plan is on file with the Town Clerk's office, or do or act anything in relation thereto. (Proposed by the Planning Board)

MOTION MADE: That the Town accept as a public way Angelica Lane, together with easements for drainage, access, egress and utilities as well as Parcels A & B for open space.

MOTION VOTED UNANIMOUSLY.

ARTICLE 48: To see if the Town will vote to accept as a public way Joslin Lane, together with easements for drainage, access, egress and utilities described on a plan entitled "Roadway Acceptance Plan of Joslin Lane and Witherbee Lane in Southborough, MA." prepared by Connorstone Consulting Engineers, dated February 20, 2004, plan is on file with the Town Clerk's office, or do or act anything in relation thereto. (Proposed by the Planning Board)

Annual Town Meeting (continued)

MOTION MADE: That the Town accept as a public way Joslin Lane, together with easements for drainage, access, egress and utilities.

MOTION MADE to move the question PASSED BY MAJORITY VOTE.

ORIGINAL MOTION DEFEATED by MAJORITY VOTE.

ARTICLE 49: To see if the Town will vote to accept as a public way Witherbee Lane, together with easements for drainage, access, egress and utilities described on the plans entitled "Roadway Acceptance Plan of Joslin Lane and Witherbee Lane in Southborough, MA." prepared by Connorstone Consulting Engineers, dated February 20, 2004, plan is on file with the Town Clerk's office, or do or act anything in relation thereto. (Proposed by the Planning Board)

MOTION MADE: That the Town accept as public way Witherbee Lane, together with easements for drainage, access, egress and utilities.

MOTION DEFECTED UNANIMOUSLY.

ARTICLE 50: To see if the Town will vote to accept as a public way Brookside Road, together with an easement for drainage as described on a plan entitled "Street Acceptance Plan of land of Brookside Road in Southborough, MA", prepared by Engineering Design Consultants, dated February 19, 2004, plan is on file with the Town Clerk's office, or do or act anything in relation thereto. (Proposed by the Planning Board)

MOTION MADE: That the Town accept as a public way Brookside Road, together with an easement for drainage.

MOTION VOTED UNANIMOUSLY.

ARTICLE 51: To see if the Town will vote to accept as a public way a portion of Ted Lane described on a plan entitled "Street Acceptance Plan of Land of Ted Lane in Southborough, MA." prepared by Engineering Design Consultants, Inc., dated February 19, 2004, plan is on file with the Town Clerk's office, or do or act anything in relation thereto. (Proposed by the Planning Board)

MOTION MADE: That the Town accept as a public way a portion of Ted Lane.

MOTION VOTED UNANIMOUSLY.

ARTICLE 52: To see if the Town will vote to accept as a public way a portion of Banfill Lane described on a plan entitled "Roadway Acceptance Plan of a Portion of Banfill Lane in Southborough, MA." prepared by Highland Land Surveyors, Inc., dated April 26, 2002, plan is on file with the Town Clerk's office, or do or act anything in relation thereto. (Proposed by the Planning Board)

MOTION MADE: That the Town accept as a public way a portion of Banfill Lane.

Annual Town Meeting (continued)

MOTION VOTED UNANIMOUSLY.

ARTICLE 53: To see if the Town will vote to have the property located off Route 85 and the Massachusetts Turnpike, known as Watkins Woods property, presently owned by the Town of Southborough and shown as parcel 12 on Assessor Map 14, formally designated as "Conservation Land" under the care and control of the Conservation Commission as provided for under Chapter 40, Section 8c of the Massachusetts General Laws, or do or act anything in relation thereto. (Proposed by Jack Barron and 11 other petitioners)

MOTION MADE: That the Town have the property located off Route 85 and the Massachusetts Turnpike, known as Watkins Woods property, presently owned by the Town of Southborough and shown as parcel 12 on Assessors Map 14, formally designated as "Conservation Land" under the care and control of the Conservation Commission as provided for under Chapter 40, Section 8c of the Massachusetts General Laws.

MOTION DEFEATED BY MAJORITY VOTE.

ARTICLE 54:

(voted on Tuesday, April 13, 2004)

ARTICLE 55: To see if the Town will vote to amend Chapter 3 of the Code of the Town of Southborough to provide for a new Section 3-11, Superintendent of Public Works Employment Contract, to said Code, as follows:

Section 3-11 Superintendent of Public Works Employment Contract

- § 3-9 A. The Town, acting by and through its Selectmen, may provide an employment contract, for a period of up to three years, to provide for the salary, fringe benefits and other conditions of employment, including, but not limited to, severance pay, relocation expenses, reimbursement of expenses incurred in the performance of duties or office, liability and disability insurance, and leave, for the Superintendent of Public Works.
- § 3-9 B. Such an employment contract shall prevail over and preempt any provision of any local personnel bylaw, Code section, rule or regulation covering the subject matter of the employment contract.
- § 3-9 C. If the Town Meeting votes to appropriate the funds necessary for the first year of any contract described herein, the Town shall be bound to fund the remaining term of the contract.
- § 3-9 D. Nothing contained in this section shall affect the appointment or removal powers of the Board of Selectmen over the above-referenced department head, nor shall it grant tenure to such department head.
- § 3-9 E. The Board of Selectmen may promulgate rules and regulations to carry out this bylaw.

Annual Town Meeting (continued)

MOTION MADE: That the Town amend Chapter 3 of the Code of the Town of Southborough to provide for a new Section 3-11, Superintendent of Public Works Employment Contract, to said Code as printed in the Warrant.

MOTION CARRIES BY MAJORITY VOTE.

ARTICLE 56: To see if the Town will vote to amend Chapter 9 of the Code of the Town of Southborough by inserting a new Article IV, which shall establish a Community Preservation Committee as follows:

- § 9-1 Establishment
- § 9-2 Duties
- § 9-3 Requirements for a quorum and cost estimates
- § 9-4 Amendments
- § 9-5 Severability

Section 1. Establishment

There is hereby established a Community Preservation Committee consisting of nine (9) voting members pursuant to Massachusetts General Laws, Chapter 44B. The Committee shall be appointed by the Board of Selectmen and shall consist of the following members:

One member of the Historical Commission as designated by the Commission for an initial term of three years and thereafter for a term of three years.

One member of the Housing Authority as designated by the Authority for an initial term of one year and thereafter for a term of three years.

One member of the Conservation Commission as designated by the Commission for an initial term of two years and thereafter for a term of three years.

One member of the Planning Board as designated by the Board for an initial term of two years and thereafter for a term of three years.

One member of the Recreation Commission as designated by the Commission for an initial term of one year and thereafter for a term of three years.

One member of the Open Space Preservation Commission as designated by the Commission for an initial term of three years and thereafter for a term of three years.

One member of the Southborough Housing Opportunity Partnership Committee (SHOPC) as designated by the Commission for a term of three years.

Two members At Large to be appointed by the Board of Selectmen, for an initial term of one year and thereafter for a term of three years.

After the initial appointments, terms will begin on July 1 of each year.

Annual Town Meeting (continued)

Members At Large may not also be members of the Historical Commission, Housing Authority, Conservation Commission, Planning Board, Open Space Preservation Commission, Southborough Housing Opportunity Partnership Committee, Recreation Commission or the Board of Selectmen.

Members of the Historical Commission, Housing Authority, Conservation Commission, Planning Board, Open Space Preservation Commission, Southborough Housing Opportunity Partnership Committee and the Recreation Commission who are appointed to the Community Preservation Committee may continue to serve as members of the Community Preservation Committee after the expiration of their terms on their designating commission, authority or board.*

Should any commission, authority or board designating a member for the Community Preservation Committee cease to exist for whatever reason the Board of Selectmen will determine the appropriate alternative designating commission, authority or board, subject to any applicable state statute.

Section 2. Duties

- 1) The Community Preservation Committee shall study the needs, possibilities and resources of the town regarding community preservation. The committee shall consult with existing town boards, including the Historical Commission, Housing Authority, Conservation Commission, Planning Board, Recreation Commission, Open Space Preservation Commission and the Board of Selectmen, in conducting such studies. As part of its study the Committee shall hold one or more public informational hearings on the needs, possibilities and resources of the town regarding community preservation possibilities and resources, notice of which shall be posted publicly and published for each of two weeks preceding a hearing in a newspaper of general circulation in the town.
- 2) The Community Preservation Committee shall make recommendations to Town Meeting for the acquisition, creation and preservation of open space; for the acquisition, creation and preservation of land for recreational use; for the creation, preservation and support of community housing; and for the rehabilitation or restoration of such open space, historic resources, land for recreational use and community housing that is acquired or created as provided in this section. With respect to community housing, the Community Preservation Committee shall recommend, wherever possible, the reuse of existing buildings, or construction of new buildings on previously developed sites.
- 3) The Community Preservation Committee may include in its recommendations to the Town Meeting a recommendation to set aside for later spending funds for specific purposes that are consistent with community preservation, but for which sufficient funds are not then available in the Community Preservation Fund to accomplish that specific purpose, or to set aside for later spending funds for general purposes that are consistent with community preservation.

Section 3. Requirements for a quorum and cost estimates

The Community Preservation Committee shall not meet or conduct business without the presence of a quorum. A majority of the members of the Community Preservation Committee shall

Annual Town Meeting (continued)

constitute a quorum. The Community Preservation Committee shall approve its actions by majority vote. Recommendations to the Town Meeting shall include their anticipated costs.

Section 4. Amendments

This By-law may be amended from time to time by a majority vote of the Town Meeting, provided that the amendments would not be in conflict with Chapter 44B of the Massachusetts General Laws.

Section 5. Severability

In case any section, paragraph or part of this By-law be for any reason declared invalid or unconstitutional by any court of competent jurisdiction, it is intended that every other section, paragraph or part shall continue in full force and effect.

or do or act anything in relation thereto. (Proposed by Board of Selectmen and the Open Space Preservation Commission)

MOTION MADE: That the Town amend Chapter 9 of the Code of the Town of Southborough by inserting a new Article IV, which shall establish a Community Preservation Committee as printed in the Warrant.

AMENDMENT TO MOTION: That the Town amend this motion by deleting the following paragraph from Section 1.

Establishment:

"Members of the Historical Commission, Housing Authority, Conservation Commission, Planning Board, Open Space Preservation Commission, Southborough Hosing Opportunity Partnership Committee, and the Recreation Commission who are appointed to the Community Preservation Committee may continue to serve as members of the Community Preservation Committee after the expiration of their terms on their designating commission, authority or board."

AMENDMENT TO MOTION: VOTED UNANIMOUSLY.

SECOND AMENDMENT TO MOTION: That the Town further amend this article be deleting Section 2, Duties, Subsection 2 and insert a new Subsection 2 as follows:

- (2) The Community Preservation Committee shall make recommendations to the Town Meeting for the acquisition, creation and preservation of open space; for the acquisition, rehabilitation, restoration and preservations of historic resources; for the acquisition, creation and preservation of land for recreational use; for the creation, preservation support of community housing; and for the rehabilitation or restoration of such open space, land for recreational use and community housing that is acquired or created as provided in this section. With respect to community housing, the Community Preservation Committee shall recommend, wherever possible, the reuse of existing buildings, or construction of new buildings on previously developed sites;

Annual Town Meeting (continued)

SECOND AMENDMENT TO MOTION: VOTED UNANIMOUSLY.

MAIN MOTION as AMENDED: VOTED UNANIMOUSLY.

ARTICLE 56 (as amended): To see if the Town will vote to amend Chapter 9 of the Code of the Town of Southborough by inserting a new Article IV, which shall establish a Community Preservation Committee as follows:

- § 9-1 Establishment
- § 9-2 Duties
- § 9-3 Requirements for a quorum and cost estimates
- § 9-4 Amendments
- § 9-5 Severability

Section 1. Establishment

There is hereby established a Community Preservation Committee consisting of nine (9) voting members pursuant to Massachusetts General Laws, Chapter 44B. The Committee shall be appointed by the Board of Selectmen and shall consist of the following members:

One member of the Historical Commission as designated by the Commission for an initial term of three years and thereafter for a term of three years.

One member of the Housing Authority as designated by the Authority for an initial term of one year and thereafter for a term of three years.

One member of the Conservation Commission as designated by the Commission for an initial term of two years and thereafter for a term of three years.

One member of the Planning Board as designated by the Board for an initial term of two years and thereafter for a term of three years.

One member of the Recreation Commission as designated by the Commission for an initial term of one year and thereafter for a term of three years.

One member of the Open Space Preservation Commission as designated by the Commission for an initial term of three years and thereafter for a term of three years.

One member of the Southborough Housing Opportunity Partnership Committee (SHOPC) as designated by the Commission for a term of three years.

Two members At Large to be appointed by the Board of Selectmen, for an initial term of one year and thereafter for a term of three years.

After the initial appointments, terms will begin on July 1 of each year.

Annual Town Meeting (continued)

Members At Large may not also be members of the Historical Commission, Housing Authority, Conservation Commission, Planning Board, Open Space Preservation Commission, Southborough Housing Opportunity Partnership Committee, Recreation Commission or the Board of Selectmen.

Should any commission, authority or board designating a member for the Community Preservation Committee cease to exist for whatever reason the Board of Selectmen will determine the appropriate alternative designating commission, authority or board, subject to any applicable state statute..

Section 2. Duties

- 1) The Community Preservation Committee shall study the needs, possibilities and resources of the town regarding community preservation. The committee shall consult with existing town boards, including the Historical Commission, Housing Authority, Conservation Commission, Planning Board, Recreation Commission, Open Space Preservation Commission and the Board of Selectmen, in conducting such studies. As part of its study the Committee shall hold one or more public informational hearings on the needs, possibilities and resources of the town regarding community preservation possibilities and resources, notice of which shall be posted publicly and published for each of two weeks preceding a hearing in a newspaper of general circulation in the town.
- 2) The Community Preservation Committee shall make recommendations to the Town Meeting for the acquisition, creation and preservation of open space; for the acquisition, rehabilitation, restoration and preservations of historic resources; for the acquisition, creation and preservation of land for recreational use; for the creation, preservation support of community housing; and for the rehabilitation or restoration of such open space, land for recreational use and community housing that is acquired or created as provided in this section. With respect to community housing, the Community Preservation Committee shall recommend, wherever possible, the reuse of existing buildings, or construction of new buildings on previously developed sites;
- 3) The Community Preservation Committee may include in its recommendations to the Town Meeting a recommendation to set aside for later spending funds for specific purposes that are consistent with community preservation, but for which sufficient funds are not then available in the Community Preservation Fund to accomplish that specific purpose, or to set aside for later spending funds for general purposes that are consistent with community preservation.

Section 3. Requirements for a quorum and cost estimates

The Community Preservation Committee shall not meet or conduct business without the presence of a quorum. A majority of the members of the Community Preservation Committee shall constitute a quorum. The Community Preservation Committee shall approve its actions by majority vote. Recommendations to the Town Meeting shall include their anticipated costs.

Annual Town Meeting (continued)

Section 4. Amendments

This By-law may be amended from time to time by a majority vote of the Town Meeting, provided that the amendments would not be in conflict with Chapter 44B of the Massachusetts General Laws.

Section 5. Severability

In case any section, paragraph or part of this By-law be for any reason declared invalid or unconstitutional by any court of competent jurisdiction, it is intended that every other section, paragraph or part shall continue in full force and effect.

ARTICLE 57: To see if the Town will vote to amend the Zoning Code of the Town of Southborough, Article VI, Administration, Section 174-25, Board of Appeals, Paragraph A.(3) by striking there from the words "including use variances" so that said section will read: "The Board of Appeals shall have the power to grant, upon appeal or upon petition, variances from the terms of this chapter where the Board finds that, due to circumstances relating to soil conditions, topography or shape of land or structures and especially affecting such land or structures but not affecting generally the zoning district in which they are located, literal enforcement of this chapter would involve substantial hardship to the appellant or petitioner and that the desired relief may be granted without substantial detriment to the public good and without nullifying or substantially derogating from the intent or purpose of this chapter. The Board of Appeals may impose conditions, limitations and safeguards not based on the continued ownership by the applicant, petitioner or any owner. If the rights authorized by a variance are not exercised within one (1) year from the date of grant thereof, they shall lapse, and a new petition, notice and hearing will be required for their reestablishment." And further, by inserting at the end of subsection 3 the following: "**No variance may authorize a use, with the exception of septic systems, or activity not otherwise permitted in the district in which the land or structure is located.**", or do or act anything in relation thereto. (Proposed by the Planning Board)

MOTION MADE: That the Town amend the Zoning Code of the Town of Southborough, Article VI, Administration, Section 174-25, Board of Appeals, Paragraph A.(3) as printed in the Warrant. REQUIRES 2/3 VOTE.

VOTE

72 YES
39 NO

MOTION DEFEATED.

MOTION TO DISSOLVE ANNUAL TOWN MEETING at 11:27 p.m. PASSED UNANIMOUSLY.

Presidential Primary Election
Tuesday, March 2, 2004

DEMOCRATIC PARTY

PRESIDENTIAL PREFERENCE

Vote for One

Richard Gephardt	0
Joseph Lieberman	12
Wesley K. Clark	3
Howard Dean	25
Carol Moseley Braun	1
John Edwards	163
Dennis J. Kucinich	24
John F. Kerry	574
Lyndon H. LaRouche, Jr.	0
Al Sharpton	9
No Preference	1
All Others	0
Write Ins	0
Blanks	2
Total	814

STATE COMMITTEE MAN

Vote for One

James B. McGowan	549
All Others	1
Write Ins	0
Blanks	264
Total	814

STATE COMMITTEE WOMAN

Vote for One

Kathleen Donaghue	563
All Others	0
Write Ins	0
Blanks	251
Total	814

TOWN COMMITTEE

Vote for not more than Thirty-Five

Group	383
Charles P. Aspesi	450
Paul J. Berry	499
Karen Marie Gadbois	436
Eleanor E. MacLauchlan	448
James B. Denman	462
Arthur R. Miner	424
Susan E. Ruane	412
Kelly Roney	442
Margaret A. Bent	425
William J. Christensen	462
Marianne J. Geary	436
Kathleen B. Bartolini	484
Louis J. Bartolini	463
James P. Shay	430
Salvatore M. Giorlandino	421
Rhonda L. Russian	427
Laurie Ellen Spicer Bourdon	433
Paul R. Bourdon	425
William J. Colleary, Jr.	504
Lois W. Denman	456
Tara M. Ward	427
Elizabeth Badavas	5
Write Ins	16
Group Blanks	431
Blanks	19,107
Total	814

Presidential Primary Election
Tuesday, March 2, 2004

REPUBLICAN PARTY

PRESIDENTIAL PREFERENCE

Vote for One

George W. Bush	108
No Preference	6
All Others	4
Write Ins	0
Blanks	7
Total	125

TOWN COMMITTEE

Vote for not more than Thirty-Five

Group	83
Laurie Ann Levy	92
Cynthia M. de la Pena	95
Leslie Brenda Hill	93
David S. Wagner	94
Jack Barron	100
James S. Sigler	94
Richard A. Hill	93
Brent P. Kern	94
Michael Paul Fuce	93
Daniel L. Kolenda	95
Write Ins	0
Group Blanks	42
Blanks	3,432
Total	125

STATE COMMITTEE MAN

Vote for One

William C. Sawyer	54
Paul R. Ferro	61
All Others	0
Write Ins	0
Blanks	10
Total	125

STATE COMMITTEE WOMAN

Vote for One

Jeanne S. Kangas	104
All Others	0
Write Ins	0
Blanks	21
Total	125

Presidential Primary Election
Tuesday, March 2, 2004

LIBERTARIAN PARTY

PRESIDENTIAL PREFERENCE

Vote for One

Jeffrey Diket	0
Ruben Perez	0
Aaron Russo	0
Michael Badnarik	0
Gary Nolan	4
No Preference	0
All Others	0
Write Ins	0
Blanks	1
Total	5

STATE COMMITTEE WOMAN

Vote for One

All Others	0
Write Ins	0
Blanks	5
Total	5

TOWN COMMITTEE

Vote for not more than Three

Write Ins	0
Blanks	15
Total	5

STATE COMMITTEE MAN

Vote for One

Thomas David Hudson	3
All Others	0
Write Ins	0
Blanks	2
Total	5

GREEN-RAINBOW PARTY

PRESIDENTIAL PREFERENCE

Vote for One

Kent Mesplay	0
Lorna Salzman	0
Paul Glover	0
David Cobb	0
No Preference	0
All Others	0
Write Ins	0
Blanks	0
Total	0

STATE COMMITTEE WOMAN

Vote for One

All Others	0
Write Ins	0
Blanks	0
Total	0

TOWN COMMITTEE

Vote for not more than Ten

Write Ins	0
Blanks	0
Total	0

STATE COMMITTEE MAN

Vote for One

All Others	0
Write Ins	0
Blanks	0
Total	0

Annual Town Election
Monday, May 10, 2004

TOWN MODERATOR 1 year

Vote for One

John H. Wilson	1577
All Others	4
Blanks	343
Total	1924

NORTHBOROUGH/SOUTHBOROUGH

REGIONAL SCHOOL DISTRICT

COMMITTEE, SOUTHBOROUGH

CANDIDATE 3 years (Northborough Vote)

Vote for One

Paul J. Gaffney	1644
All Others	15
Blanks	872
Total	2531

BOARD OF SELECTMEN 3 years

Vote for One

Roger W. Challen	1003
All Others	907
Blanks	14
Total	1924

NORTHBOROUGH/SOUTHBOROUGH

REGIONAL SCHOOL DISTRICT

COMMITTEE, SOUTHBOROUGH

CANDIDATE 3 years (Southborough Vote)

Vote for One

BOARD OF ASSESSORS 3 years

Vote for One

Shirley A. Bator	1363
All Others	2
Blanks	559
Total	1924

NORTHBOROUGH/SOUTHBOROUGH

REGIONAL SCHOOL DISTRICT

COMMITTEE, NORTHBOROUGH

CANDIDATE 3 years (Northborough Vote)

Vote for One

Paul J. Gaffney	1436
All Others	1
Blanks	487
Total	1924

NORTHBOROUGH/SOUTHBOROUGH

REGIONAL SCHOOL DISTRICT

COMMITTEE, NORTHBOROUGH

CANDIDATE 3 years (Southborough Vote)

Vote for One

SCHOOL COMMITTEE 2 years

Vote for One

Marybeth Rola Strickland	1353
All Others	1
Blanks	570
Total	1924

NORTHBOROUGH/SOUTHBOROUGH

REGIONAL SCHOOL DISTRICT

COMMITTEE, NORTHBOROUGH

CANDIDATE 3 years (Southborough Vote)

Vote for One

SCHOOL COMMITTEE 1 year

Vote for One

Jack Kessler	1370
All Others	1
Blanks	553
Total	1924

NORTHBOROUGH/SOUTHBOROUGH

REGIONAL SCHOOL DISTRICT

COMMITTEE, NORTHBOROUGH

CANDIDATE 3 years (Southborough Vote)

Vote for One

Joan G. Frank 1267

All Others 0

Blanks 657

Total 1924

Annual Town Election
Monday, May 10, 2004

BOARD OF HEALTH 3 years

Vote for One

Ruth C. Brefka	1404
All Others	9
Blanks	511
Total	1924

BD. OF LIBRARY TRUSTEES 3 years

Vote for not more than two

Fred B. Williams	1331
Louis Kuchnir	1086
All Others	0
Blanks	1431
Total	3848

PLANNING BOARD 5 years

Vote for One

Dana E. Cunningham	1346
All Others	1
Blanks	577
Total	1924

SOUTHBOROUGH HOUSING

AUTHORITY 5 years

Vote for One

Tory J. Gunsolley	1322
All Others	0
Blanks	602
Total	1924

ASSABET VALLEY REGIONAL

VOCATIONAL SCHOOL DISTRICT

COMMITTEE 4 years

Vote for One

James B. Denman	1434
All Others	0
Blanks	490
Total	1924

BALLOT QUESTION 1

Shall the Town of Southborough be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to purchase 9 Cordaville Road (Chapel of the Cross)?

Yes	1182
No	638
Blanks	104
Total	1924

State Primary Election
Tuesday, September 14, 2004

DEMOCRATIC PARTY

REPRESENTATIVE IN CONGRESS,

Third District

James P. McGovern	299
Blanks	43
Write Ins	3
Total	345

REPRESENTATIVE IN GENERAL

COURT, Fourth Middlesex District

Stephen P. LeDuc (Precinct 1)	111
Blanks	15
Write Ins	0
Total	126

COUNCILLOR, Third District

Marilyn M. Petitto Devaney	245
Blanks	99
Write Ins	1
Total	345

REPRESENTATIVE IN GENERAL

COURT, Eighth Middlesex District

Blanks (Precinct 2 & 3)	213
Write Ins	6
Total	219

SENATOR IN GENERAL COURT,

Middlesex & Worcester District

Pamela P. Resor	293
Blanks	49
Write Ins	3
Total	345

SHERIFF, Worcester County

John M. Flynn	169
Guy William Glodis	163
Blanks	13
Write Ins	0
Total	345

REPUBLICAN PARTY

REPRESENTATIVE IN CONGRESS,

Third District

Ronald A. Crews	284
Blank	67
Write Ins	0
Total	351

REPRESENTATIVE IN GENERAL

COURT, Fourth Middlesex District

Kenneth A. Cosco, Jr. (Precinct 1)	111
Blanks	21
Write Ins	0
Total	132

COUNCILLOR, Third District

Blanks	346
Write Ins	5
Total	351

REPRESENTATIVE IN GENERAL

COURT, Eighth Middlesex District

Paul J. P. Loscocco (Precinct 2 & 3)	199
Blanks	20
Write Ins	0
Total	219

SENATOR IN GENERAL COURT,

Middlesex & Worcester District

Rod Jane'	192
Arthur G. Vigeant	155
Blanks	4
Write Ins	0
Total	351

SHERIFF, Worcester County

William J. McCarthy	278
John M. Flynn	1
Guy William Glodis	2
Blanks	69
Write Ins	0
Total	350

State Primary Election
Tuesday, September 14, 2004

LIBERTARIAN PARTY

REPRESENTATIVE IN CONGRESS,

Third District

Blanks	0
Write Ins	0
Total	0

REPRESENTATIVE IN GENERAL

COURT, Fourth Middlesex District

Blanks (Precinct 1)	0
Write Ins	0
Total	0

COUNCILLOR, Third District

Blanks	0
Write Ins	0
Total	0

REPRESENTATIVE IN GENERAL

COURT, Eighth Middlesex District

Blanks (Precinct 2 & 3)	0
Write Ins	0
Total	0

SENATOR IN GENERAL COURT,

Middlesex & Worcester District

Blanks	0
Write Ins	0
Total	0

SHERIFF, Worcester County

Blanks	0
Write Ins	0
Total	0

GREEN-RAINBOW PARTY

REPRESENTATIVE IN CONGRESS,

Third District

Blanks	0
Write Ins	0
Total	0

REPRESENTATIVE IN GENERAL

COURT, Fourth Middlesex District

Blanks (Precinct 1)	0
Write Ins	0
Total	0

COUNCILLOR, Third District

Blanks	0
Write Ins	0
Total	0

REPRESENTATIVE IN GENERAL

COURT, Eighth Middlesex District

Blanks (Precinct 2 & 3)	0
Write Ins	0
Total	0

SENATOR IN GENERAL COURT,

Middlesex & Worcester District

Blanks	0
Write Ins	0
Total	0

SHERIFF, Worcester County

Blanks	0
Write Ins	0
Total	0

State Election
Tuesday, November 2, 2004

ELECTORS OF PRESIDENT and

VICE PRESIDENT

Badnarik and Campagna (Libertarian)	39
Bush and Cheney (Republican)	2,446
Cobb and LaMarche (Green-Rainbow)	16
Kerry and Edwards (Democratic)	2,919
Nader and Comejo (Unenrolled)	18
All Others	10
Blanks	15
Total	5,463

SHERIFF

Guy William Glodis (Democratic)	2,281
William J. McCarthy (Republican)	2,330
Frank A. Beshai (Unenrolled)	219
All Others	7
Blanks	626
Total	5,463

REPRESENTATIVE IN CONGRESS

James P. McGovern (Democratic)	3,027
Ronald A. Crews (Republican)	2,154
All Others	0
Blanks	282
Total	5,463

COUNCILLOR

Marilyn M. Petitto Devaney (Democratic)	3,368
All Others	31
Blanks	2,064
Total	5,463

SENATOR IN GENERAL COURT

Pamela P. Resor (Democratic)	2,604
Rod Jane' (Republican)	2,603
All Others	0
Blanks	256
Total	5,463

4th Middlesex Worcester, Precinct 1 ONLY

BALLOT QUESTION 1

Question Not Binding

Shall the state representative from this district be instructed to vote in favor of legislation requiring that in all separation and divorce proceedings involving minor children, the court shall uphold the fundamental rights of both parents to the shared physical and legal custody of their children and the children's right to maximize their time with each parent, so far as is practical, unless one parent is found unfit or the parents agree otherwise, subject to the requirements of existing child support and abuse prevention laws?

Yes	1,535
No	206
Blanks	248
Total	1,989

REPRESENTATIVE IN GENERAL

COURT Precinct 1 – 4th Middlesex

District

Stephen P. LeDuc (Democratic)	1,155
Kenneth A. Cosco, Jr. (Republican)	682
All Others	1
Blanks	151
Total	1,989

PRECINCT 2 AND PRECINCT 3 –

8TH Middlesex District

Paul J.P. Loscocco (Republican)	2,515
All Others	30
Blanks	929
Total	3,474

EDUCATION



Southborough's Schools Over the Years

As part of the 1860 consolidation of outlying schools that brought the town the Flagg School, benefactor Henry H. Peters bought the 1834 Pilgrim Evangelical Church structure (located where the fire station is now) after the church moved to the second meetinghouse at the top of the hill which had been vacated by the Unitarians. Peters paid for the church to be converted to the town's first high school. A grateful community named the school after him. (Peters also planted maple saplings for more than a mile along Main Street; many are still standing.)

In the early 1900s, the outlying schools were closed and all grades attended Peters. However, in Fayville, where students had been going to the Flagg School after their older grammar school on the Turnpike, near the Baptist church, had closed, parents petitioned for a new school—they didn't like having their children commute via the newly opened trolley line along Turnpike Road to White's Corner and then north along White Bagley Road. A new two-room school was built at 22 Oak Hill Road.

But by 1920, all students were going to the center and even with the new South Union School in the southern part of town and the 1909 addition to the high school, Peters was crowded. A second building was constructed with the help of an endowment from Peters and town and state monies. The old building was moved to a lot on School Street, where it was used for manual training and as a gym and club room. When it burned ten years later, the annex next to Peters was built to house the lower grades.

It wasn't until almost forty years later that another school was built and students from the annex moved to the new Woodward, built in 1956. That was followed quickly by the 1959 opening of the Algonquin Regional High School in Northborough, a much-needed facility.

continued

Exactly 100 classes had graduated from Peters High School and, for many, the move meant the town would never be quite the same.

Mary E. Finn School was opened in 1965 (and expanded and renovated in the late 1990s) and the Margaret A. Neary School in 1970, both named for two beloved teachers in the smaller town schools of yesteryear.

In 1971 the annex became the headquarters for the police. The name of Peters is still honored with the small park in front of the town's public safety buildings. In 1980 the old South Union School, used as a kindergarten center in the 1970s, was converted to the Southborough Arts Center.

With the unprecedented growth in the town, school building projects became the center of much town activity as one century ended and another began. The P. Brent Trottier Middle School (honoring a revered Middle School principal) was opened in 1997 and expanded shortly thereafter. Fittingly, the town's newest school, opened in 2004 on the site of the school of the same name, preserves the memory of Albert E. Woodward, the principal of Peters High when it was at the heart of so much of community life. At the same time, a renovation and addition for Algonquin Regional High School was approved to house a burgeoning number of students.

Below: A new corridor in the high school.



Southborough School Committee

Jack Kessler
Frank A. Fazio
Susan P. Dargan
Paul J. Gaffney
Marybeth R. Strickland

Chairperson
Vice Chairperson
Secretary

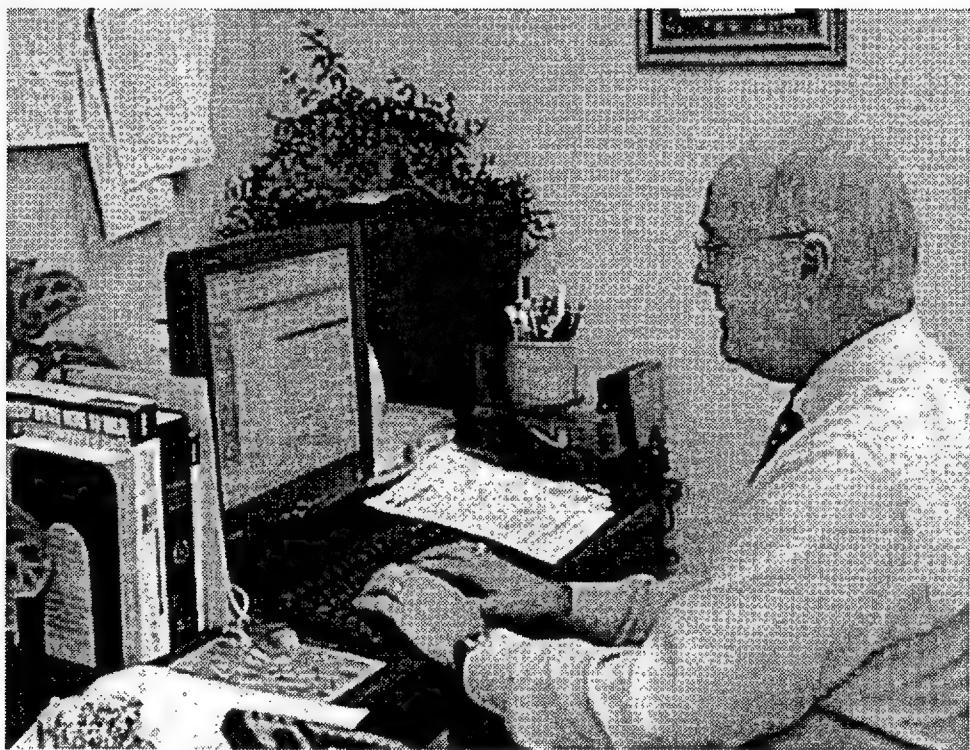
Administration

Robert E. Melican <i>B.S.Ed., M.Ed., C.A.G.S.</i>	Superintendent of Schools
Charles E. Gobron <i>A.B., M.Ed.</i>	Director of Curriculum and Instruction
Jean M. Bean <i>B.S.Ed., M.Ed.</i>	Director of Student Support Services
Barbara E. Goodman <i>B.S., M.Ed.</i>	Assistant Director of Student Support Services
Gail A. Jenks <i>B.S., M.S.</i>	Director of Technology
*Cheryl L. Levesque <i>B.S.</i>	Director of Business

*Cheryl M. Lepore	Administrative Assistant to the Superintendent
TBA	Secretary to Superintendent
Kathleen E. Ledoux	Administrative Assistant to Director of Student Support Services
Barbara Donovan	Secretary to Director of Curriculum/ Instruction and Director of Technology
TBA	Secretary to Director of Business
Helen A. Yanco	Personnel Assistant
Deborah A. Gabriau	Personnel Clerk
Maureen C. Murphy	Office Secretary
Sheri-Lynne Foster	Budget Officer
Jason A. Little	Financial Secretary - Northborough
Pamela E. Hite	Financial Secretary - Southborough
Barbara Sanchioni-Armstrong	Financial Secretary - Algonquin
Suzanne L. Houle	Financial Clerk

Business Office	44 Bearfoot Road
Office Hours:	Northborough, MA 01532
Telephone:	8:00 a.m. - 4:30 p.m.
FAX:	(508) 351-7000
	(508) 351-7049

**Effective 1/1/05*



Superintendent's Report

Robert E. Melican, Superintendent

On behalf of Jack Kessler, Chairperson, and School Committee members Susan Dargan, Frank Fazio, Paul Gaffney and Marybeth Strickland it is my pleasure to thank all of the members of the Southborough Community for their continued support for our students. This support and dedication by the Town Officials, parents, staff and citizens contribute to the excellence that our public schools are known for throughout the Commonwealth.

The year 2004 again saw our districts adjusting to the changes in state aid, namely Chapter 70. Since we received more funds from the state than we had in previous years, our schools were able to adjust their budgets to bring us within the guidelines set by the town.

The Albert S. Woodward Memorial School opened its doors on September 1, 2004 to our students. Watching the expressions of our 2nd and 3rd graders is a testimony to the citizens of Southborough of how much our students appreciate their investment and commitment in our schools.

An important aspect of the Federal Law H.R.1, the No Child Left Behind Act (NCLB) is that of accountability. The Commonwealth has instructed the Office of Educational Quality and Accountability (EQA) to perform examinations of school districts throughout the state. The purpose of the EQA Framework for District Accountability Audit is to:

- Provide a comprehensive evaluation of a school district's performance
- Provide annual reports on each district's performance
- Mentor statewide public performance and to inform policy decisions
- Provide the public access to information that enables it to hold districts and schools accountable

The results of our audit were made public in October of this year. I am pleased to announce that all three of our districts performed outstanding. The Executive Director of the EQA Office stated in his letter to my office that "the Council commends your administration on the effective job being done in the districts, and its achievement of a very high management quality rating of (97.7%)."

The above audit report is indicative of the success of our schools. As I report each year, I am so proud of the success of our students, not only in our assessment results, but as young men and women. The values that our students are taught at home and reinforced in our classrooms, are preparing all of our students to be outstanding citizens when they leave high school. As you read the enclosed reports for our schools, I believe that you will see why our students are so prepared for the future.

Each year, I close out my report to the town by thanking you for the privilege and honor to represent the community of Southborough as your Superintendent. This year is different! As you are aware, I have announced to my three school committees my retirement which will be effective on August 12, 2005. As of that date I will have served my three districts and my two towns for 36 years of my life. As I told the school committee, to say that I have enjoyed these 36 years would be an understatement. I have loved being employed by the Town of Northborough

Superintendent's Report (continued)

as a teacher for 15 years and have considered it an honor to be employed by the Towns of Northborough and Southborough for the past 21 years, as your Assistant Superintendent for 12 years and your Superintendent for 9 years. One aspect of this job that I am so proud of is working with the exceptional staff that we have in our employ. Each and every one of them has made our districts the best in the Commonwealth.

Thank you again, for entrusting your children to my care and thank you for allowing me to represent you for many years. I will dearly miss all of you.

Mary E. Finn School

Mary A. Ryan, Principal

The Mary E. Finn School provides a rich learning environment for all our students. We are proud of the many educational initiatives that are balanced with strong teaching strategies in each classroom. Our staff is continually involved in gaining professional information to enhance our programs and support the learning opportunities for our children. Our school is inclusive and provides a sense of community for all students and their families.

During the past year math has been a focus for instructional planning. It is also a goal on the Mary Finn School Improvement Plan. The grade level teams are always involved in evaluating our instruction, adapting curriculum to meet the strengths and needs of our students, and developing new programs based on sound pedagogical research. The math instruction at Finn is based on the TERC program "Investigations". The kindergarten teachers have implemented the TERC math program in their classes. This program is now used from kindergarten through grade 5. TERC instruction goes beyond basic computation skills. It provides thinking activities for developing a solid conceptual understanding of mathematics. Children are encouraged to develop their own problem solving strategies, use math vocabulary to describe their processes, and explain these functions both verbally and in their math journals. The grade one team has developed a comprehensive math resource notebook. This guide contains the math scope and sequence, pre and post assessment tests, benchmarks for each math concept, and a sampling of reinforcing and enriching activities. Math classes involve whole group, cooperative groups and independent activities. Kindergarten is also developing developmentally appropriate math extensions, which are connected to the grade level concepts and skills.

Teachers worked during the summer developing the following initiatives: kindergarten teachers developed supplemental materials for the TERC math program which incorporated science and technology links; teachers worked to connect math and literacy that provided activities and were differentiated for all learners; and our librarian and a kindergarten teacher developed a list of books which connected to our Open Circle (social competency program). These materials were catalogued and organized by specific lesson topics.

The staff has actively pursued grant monies available from different organizations. Our music teacher received a grant from Corridor Nine Area Chamber of Commerce for purchasing

Mary E. Finn School (continued)

music connected to our health goal. The Southborough Education Foundation also provided funds for materials to enrich our health and fitness program. Health and physical wellness is also a goal for our School Improvement Plan.

The S.O.S. continues to support our school community in many ways. They provide families opportunities to join the school community through multi-cultural celebrations, student Sock Hop, Family Fun Fair, and the Special Person Sundae party. They also bring wonderful cultural and enrichment programs to our students. This year they coordinated the Community Reading Day activities and purchased the books for this event. Our Peaceful Playground was another initiative funded by the organization. This focuses on positive playground interactions and provides plans for many games that are being painted on the back play area. The Algonquin girls' freshman field hockey team contributed many hours painting the stencils on the playground.

This year we have added a fourth full day kindergarten program. Parents attended a kindergarten curriculum night in May 2004. A lottery was held in April 2004 and eighty-four children were selected to participate in these classes. We now have four preschool classrooms at the Finn School. We are becoming a very comprehensive early childhood center.

As always, this has been an exciting educational year for our students. The staff continues to be committed to providing excellence in all our endeavors. It is always a pleasure to bring visitors on a tour of the building and watch their expressions as they witness learning environments that are beyond the norm. Southborough should be very proud of the school and the professionals that provide outstanding educational experiences for the town's children.

Albert S. Woodward Memorial School

Stephen L. Billhardt, Principal

The Albert S. Woodward Memorial School officially opened its doors in late August of 2004. After almost four years of discussion, budgeting, planning, demolishing and constructing, the state of the art facility is finally open! The school welcomed 376 second and third grade students into this great building. The school consists of 22 standard classrooms, a large art and music room, a beautiful gym and cafeteria, a light soaked library, a modern computer lab, as well as spacious administrative offices and plenty of small group spaces.

This year the second grade team is creating a specific scope and sequence related to their literature curriculum. The team is utilizing the professional development days in November and January to develop a document that will include phonics and comprehension skills, as well as language arts concepts such as sentence structure and story elements. These materials will be leveled and organized in a way that is user-friendly for teachers and more importantly, support differentiated instruction for the reading program, so all students may access the curriculum at their particular entry point. In addition, the team is including several recommended activities that will reinforce what is taught as well as provide extension activities for students that need to be challenged.

Albert S. Woodward Memorial School (continued)

The third grade team has realigned the scope and sequence of the mathematics program in order to meet the new third grade Massachusetts' Frameworks. Each classroom devotes a minimum of one hour per day to mathematical thinking. The units have been expanded to incorporate and emphasize problem solving, writing skills, and vocabulary. The team is implementing a variety of programs into their curriculum, which include Investigations by TERC and Scott Foresman-Addison Wesley Mathematics. Students participate in a variety of activities.

When walking into a math lesson at the Woodward Elementary School, you will witness many engaging lessons in each classroom. The new technological resources available are being utilized to show Power Point presentations, interactive web sites, and mathematical games that reinforce and further develop concepts being taught. Literature is an important part of every math unit. Students relate math to real world experiences through various stories. When problem solving, students are encouraged to utilize many different strategies. Some students use manipulatives; others draw pictures or use words to explain their solutions. Often these solutions are recorded in students' math journals. The use of journals further promotes students' ability to express their thinking.

The school also has a "cooking" kitchen, so the lunches for the students are prepared on site and served to the students during three lunch periods. The pleasant cafeteria is small enough to create a family style type of atmosphere. The large windows allow the students to see Choate Field throughout the changing seasons.

The library is outfitted with an entirely new collection of fiction, non-fiction, reference, and audio materials. The two part-time media specialists have done a tremendous job of setting up the space and creating new routines and procedures for our library. The art room, like the library, is filled with light. The art teachers from the Finn and Neary Schools spend time working with every second and third grade students each week exposing them to new mediums and artists.

The full-time media specialist has been introducing the latest technology to all of the students as well as to the teachers and staff. This takes place not only in the technology lab, but also in the classrooms with our wireless cart of 22 laptop computers and an LCD projector that is installed in each classroom. Digital still and video cameras as well as DVD players and electronic whiteboards are available.

The music program was fortunate enough to be the recipient of a large grant from the Southborough Education Foundation which allowed us to purchase various Orff instruments. These included a bass and tenor xylophone, a bass and alto metallophone and two glockenspiels. These instruments are used to help students learn how to keep a beat, accompany songs, and develop harmony.

The physical education department has the benefit of a new beautiful gym, as well as Choate Field that is used during the fall and spring. Most of the gym equipment was purchased specifically for the Woodward School. Students have appreciated and respected these new materials.

As educators we feel very fortunate to have been given this magnificent state of the art building. As taxpayers and residents, you should be most proud of the opportunities being given to the second and third grade students of Southborough.

Margaret A. Neary School

John D. Quinn, Principal

This year the Margaret A. Neary School opened its doors with 360 fourth and fifth graders. The movement of the third grade to the newly opened Woodward School has given us much needed space to fully implement our academic and specialty programs.

All fifth grade students will be enhancing their study of electricity by building their own working replica of a New England lighthouse. Through a grant received from the Corridor Nine Area Chamber of Commerce, an innovative study was funded combining electricity, history, reading, art, and writing. During this project, students will read several books about what life is like as a young person living on a lighthouse, including A Day in the Life of a Colonial Lighthouse Keeper, research a New England lighthouse and write a short report on their findings, and make several entries in a "journal" describing their "life" as the son/daughter of a lighthouse keeper. The culminating project will be the creation of a small working lighthouse painted to look like the lighthouse they researched. Electricity has long been a part of the fifth grade science curriculum and we feel that this new unit, using a unique approach, will give students a new perspective on both electricity and the beautiful lighthouses that many of them have seen along the coast.

In fourth grade, our math curriculum is based entirely on the Massachusetts Curriculum Frameworks. The thrust of the mathematics program is to teach students to think and not just to compute. To accomplish this, we connect math to all areas of learning. For example, we connect writing with math by having students show their thinking by writing about the strategies they use to solve problems and by creating their own word problems. In addition, we use computers, calculators and manipulative materials to develop critical thinking skills.

The TERC (Technical Education Research Center) Math program is used at Neary School. Through the use of TERC, we approach the mathematics content through investigations that help the students develop flexibility and confidence in solving problems. This program also helps the students become proficient in evaluating their solutions and builds a variety of ways to communicate about their mathematical thinking. TERC is supplemented by other math programs. Some of the units that will be taught are addition and subtraction, multiplication and division, geometry, fractions, statistics and graphing.

The vision of the school district recognizes that technology is an essential resource that must be available to all students. In keeping with this vision, students at Neary School use technology as part of every area of the curriculum. Students are using technology to do a variety of things which include: internet research, internet safety, information management, keyboarding, graphing with spreadsheets, desktop publishing, and data base management. These skills are included in the District's Technology Plan as well as the Technology Standards of the State of Massachusetts. We are happy to report that technology is an integral part of every school day at Neary School.

Infrastructure is a very important component of Instructional Technology. Educational software and many student projects involve memory intensive multimedia. Multimedia projects and software require continued upgrades of memory and operating systems. This past summer the memory was upgraded on many computers. The operating system was also upgraded from

Margaret A. Neary School (continued)

Mac OS 9.2.2. to OS X. These upgrades will allow students at Neary to take full advantage of emerging technologies.

Time in the Neary Library for fourth and fifth grade students often centers on developing research skills. As students learn the research process, they also work on the skill of recording information in their own words. We continue to emphasize how to cite sources for a bibliography and help students understand the implications of plagiarism.

As always, this has been an exciting year for the Neary School. The faculty and staff are grateful for the support of the Southborough Community.

P. Brent Trottier Middle School

Linda A. Murdock, Principal

Trottier Middle School opened in August 1998 with 352 students, and currently has an enrollment of 518 students in the 6th through 8th grades. In September 2004, we were delighted to be able to occupy the entire new 34,000 square foot addition to our facility, which has been built during the past two years thanks to community support. We also now have overhead monitors throughout the building, as well as base stations that allow use of wireless technology in the new science labs, and are now fully able to use our expanded facility. The new addition includes an expansion of our cafeteria, the addition of three new science labs, a computer lab, and a new instrumental music room, as well as a new two-story classroom wing, and we expect that it will give us sufficient space for expected enrollment increases for the foreseeable future.

As always, during this past year, our School Improvement Plan and our work as a school focused on two different but interrelated areas: developing and maintaining an excellent school climate, and increasing our students' academic achievement. Our goal as a middle school, serving students at this particular developmental stage in their lives, is to provide high-level academic challenge in a safe, nurturing environment where students feel they belong and within which they can take the academic risks they need to take in order to learn and grow. Specific initiatives during this past year included work on curriculum and instruction in several areas, continued work on improving our new mosaic schedule, improvement and expansion of parent conferences, increasing student involvement in school-related activities, and participation in the district initiative to decrease teasing and bullying among our students.

During this past year, our faculty have been working on improving curriculum and instruction in all subject areas, including analysis of spring MCAS results and corresponding changes in curriculum and instruction. Revising our social studies curriculum to align with the new state frameworks has been a major project, as has improvement in mathematics curriculum and instruction. We have continued to work toward more critical thinking and inquiry-based learning in all areas, as well as focusing on a smooth transition from elementary to middle and middle to high school. This year, we have been monitoring the results of our expanded 6th grade French and Spanish program, as well as continuing to work on improving our mosaic schedule.

P. Brent Trottier Middle School (*continued*)

Among other things, this year we were able to add a cross-grade meeting time for each major subject area within the school, as well as moving our whole schedule onto a new scheduling program, making it more accessible and easier to manage. We are continuing to focus on our mathematics curriculum and instruction, as well as initiating additional faculty training and student workshops on diversity and acceptance of other students. Goals for the future include returning our technology education and family & consumer science courses to once again being half-year courses, as well as reinstating general music in the 7th and 8th grades.

Every year, of course, we carefully look at our students' performance on the state-mandated MCAS tests, and faculty in each subject area work to analyze the results of the tests and to make appropriate changes in curriculum and instruction. Our results for the spring 2004 MCAS tests were again much higher than the state averages, and were also significantly higher than last year's results. We are particularly pleased that once again 100% of our 7th graders achieved passing results on the English Language Arts testing. Although we are pleased with our school's scores in general, we believe that our students can achieve at higher levels, and we will continue to analyze our test results and our curriculum and make changes as needed, with the goal of helping all our students achieve success.

During the past few years, professional development at Trottier has emphasized standards-based and differentiated instruction. In order to better meet all students' needs in the classroom and increase student achievement, we will be continuing this focus during this school year, looking particularly at different types of differentiated instruction, including differentiating for various learning styles and meeting the needs of students with special needs.

During this past year, we also continued to focus on greater involvement of students in school-based activities, expanding the club and activity options that we offer our students. The Trottier School Council includes student representatives from all three grades, and our student council is active in school leadership. The SOS-sponsored Community Service Club has become more active this year, and we have added intramural sports, an art club, and a school mascot club that adds to school spirit and offers students a new way to participate in the Trottier community. Our school musical last spring once again involved close to 100 students in all three grades, and more than half of our students were involved in our annual volleyball marathon. Throughout the year, assemblies and special presentations allowed students to perform and present for each other and for parents. Finally, our year-end assemblies were once again designed to provide opportunities for student participation and recognition, and included student speakers and performers.

As noted previously, our goal as a middle school, serving students at this particular developmental stage in their lives, is to provide high-level academic challenge in a safe, nurturing environment where students feel they belong and within which they can take the academic risks they need to take in order to learn and grow. We thank the Southborough community for the strong support provided for our work.

Student Support Services

Jean M. Bean, Director

Each year nearly two hundred students who attend the Southborough Public School receive services through the benefit of an individualized educational plan (IEP). Students with educational plans have been identified as having a handicapping condition that impacts their ability to access the curriculum without the benefit of specially designed instruction. Building based student support team members and classroom teachers partner in developing appropriate programs and services for these children of need. In addition to supporting children with disabilities, teachers and team members also assist children who do not have a disability, but may not be making effective progress for a variety of reasons. This support may take place for a short period of time or until the student has reached grade level expectations.

This past school year the district created a position to enhance services for children who are English language learners. This teacher/coordinator is funded through a grant and has the mission to ensure that quality services are provided to this special group of children. The state mandates specific assessments and data to make certain that children are making effective progress. Students come to our district from countries all over the world. School districts are required to teach these children the English language so that they can be successful in school. Generally, English language learners require daily small group or individual instruction throughout their first year in this country. Some children require instruction for up to seven years. Sheltered instruction within the classroom is provided by classroom teachers. Training has been provided to over thirty teachers district-wide to assist our English language learners. In addition, the district employs four tutors to provide direct instruction. The Southborough district has a strong value in meeting the needs of all our children and our English language learner program is another example.

The Southborough Public Schools has seen an increase in the number of children identified as having a disability under the category of autism. These children require intensive support to assist them academically as well as socially. Fortunately we have been able to support most of these children within our own schools. Our schools are doing a fantastic job educating these students. Educating children with autism requires that the school based teams work collaboratively in creating secure environments for these very special children to learn. A great deal of praise needs to be given to principals, teachers and support staff as well as parents in providing children with autism appropriate educational experiences in their neighborhood schools. In addition, the district continues to have the benefit of an autism specialist through a statewide grant.

A significant increase in the number of children in our schools that experience mental health issues that interfere with their home and school environments is also occurring. The districts successfully secured a state grant to help educators on their mission to help children who experience emotional fragility become successful adults. Once again, principals, teachers and support team member along with parents, collectively problem solve and provide proper treatments to children with mental illness within our schools.

The Student Support Services teams within our schools meet weekly to stay focused on the complex learning, social, and behavioral needs of children in the Southborough Public Schools. These building based teams include: principals, assistant principals, guidance counselors, school psychologists, behavior specialists, reading teachers, special education

Student Support Services (continued)

teachers, speech/language therapists, school nurses, occupational therapists and physical therapists. The English Language Learner Lead Teacher is now a participant at these team meetings. Additionally, tutors and aides are an important part of the teams. These comprehensive teams and the commitment of our professionals to providing high quality instruction to our children are proving to be the Southborough Public Schools formula for student success.

Professional Development Committee

Dennis Wrenn, Chair

During 2004, members of the Professional Development Committee organized four professional development days, arranged five graduate credit courses for educators, updated the district professional development plan, participated in an audit from the Massachusetts Office of Educator Quality and Accountability (EQA), and continued to assist educators in their licensure and re-licensure efforts.

On January 20, 2004, and on November 29, 2004, highly successful district wide professional development activities took place. Over forty workshops were offered in the three main areas: technology, subject matter content, and innovative instructional practices. In addition to the workshops offered, over fifty educators designed grade specific projects tied directly to school and/or district goals.

In March and again in August, building based professional development days took place in each of the schools throughout the district. Topics were directly related to goals stated in the individual school improvement plans.

Professional development offerings in Northborough and Southborough continue to win high praise from the educational community. We were pleased that our professional development plan received a rating of excellent from the Massachusetts Office of Educator Quality and Accountability. Our success is due to the commitment to excellence shared by the educators, parents, citizens, and school committee members in the district.

Curriculum Teams

English Language Arts Curriculum Team

Jana Gardella and Nancy Payne, Co-Chairs

This past year members of the English Language Arts Curriculum Team developed reading benchmarks for grades K-8. The team is now working on the writing benchmarks, incorporating the new state standards for grades 3, 5, and 7. The process of developing benchmarks has been particularly rewarding because it has involved teachers from every school, and every grade level, which has resulted in wide acceptance and use of the benchmarks. At both the middle school and high school levels, teachers and department chairs from several disciplines have been examining writing and research across the various subject matters.

Members of the English Language Arts Curriculum Team continue to address transition needs from elementary to middle school and from middle to high school. Teachers from various grade levels continue to examine student work and review student expectations as a means of coordinating curriculum efforts.

Again this year, students at the fourth, seventh, and tenth grades have scored particularly high on the English Language Arts section of the MCAS. Starting next year, all students in grades 3 through 8 will be taking either the Reading or English Language Arts MCAS. Teachers continue to participate in several professional development programs designed to help them implement strategies to ensure that all students are reading and writing at proficient and advanced levels.

Science & Technology/Engineering Curriculum Team

Mary Ann DeMaria, Donald Padgett and Don Holm, Co-Chairs

Members of the Science and Technology/Engineering Curriculum Study Team have been engaged in providing more sustained professional development for teachers. Educators are very serious about meeting the new standards in science, technology, and engineering, and to do so effectively require them to learn new instructional strategies. The team devised a series of popular professional development offerings entitled ADIDAS, All Day I Dream About Science. Each workshop included standards based curriculum materials, hands on activities or labs, and discussions of how to spiral the lesson for grades K-12.

An important goal for the committee this year has been the implementation of consistent assessment practices in all grades. Although progress has been made, this goal remains an important priority of the committee.

Committee members have also begun examining science transitions between the middle schools and the high school. In an effort to offer curriculum opportunities that meet the needs of all learners, committee members are outlining ways students with a particular expertise and interest in science can participate in additional advanced placement courses.

Curriculum Teams (continued)

A subcommittee of the team continues to investigate various public and private grant funding opportunities in an effort to provide teachers with additional materials and curriculum resources.

The Arts Curriculum Team

Lee Blanchet, Chair

Members of the Arts Curriculum Committee have been devising a variety of assessments to assist educators in implementing the standards found in the district's comprehensive K-12 Curriculum Guide. This guide, approved by the School Committees last December, is a living document which provides a sequence of instruction in the four strands of the framework: dance, music, theater, and visual arts.

An important ongoing goal of the committee is to implement throughout the district the guiding principles found in the Massachusetts Arts Curriculum Frameworks. Therefore, committee members are assisting educators in making connections among the arts, with other disciplines within the core curriculum, and with art resources in the community.

Social Studies Curriculum Team

Lea Sullivan and Joan Buzzell, Co-Chairs

Members of the Social Studies Curriculum Team continued to meet during the course of 2004. An important emphasis at each grade level has been the development of specific benchmarks aligned to the revised Massachusetts History and Social Science Frameworks.

Members of the committee have been constructing a resource rich social studies web page that will be attached to the Northborough-Southborough district web page. In addition to the many technology resources available, educators are developing an "assessment bank" to help ensure consistency of student expectations across grade levels.

The Social Studies professional development program was created to provide teachers with a better understanding of geography which was eliminated by the 1997 Framework. A representative from the Department of Education (DOE) met with several teachers from the district and discussed the new framework as well as changes in MCAS. He elaborated on the geography questions which will be skills based rather than rote memory based. For example, students may be asked to analyze a population map or an elevation map rather than identify the capital of Surinam. The Stars and Moon Program, developed at Framingham State College, another one of the district's professional development opportunities, takes a different perspective to geography. It explains the solstice, the equinox, and the effect of latitudes by

Curriculum Teams (continued)

studying the earth as a planet orbiting the sun. Participating teachers returned to the classroom with inquiry-based approaches to teaching geography.

Foreign Language Curriculum Team

Wendy Ascher, Chair

The main goal of the Foreign Language Curriculum Team this past year has been to implement the benchmarks and assessment tools that were developed during the 2004 Summer Curriculum Workshop. During the workshop, seven foreign language teachers worked to coordinate French and Spanish instruction, assessment, and student expectations at the middle and high school level. Diagnostic exams for eighth grade students were created to provide guidelines for recommendations. In addition, two teachers used a number of technological resources to design a packet of lessons to help differentiate foreign language instruction for native Spanish speakers. We are pleased that results of this workshop have become the catalyst for other significant changes.

Every foreign language teacher at the middle school and the high school has been invited to participate in this effort and communication among all foreign language teachers around curriculum development and student expectations continues to take place. At the middle school level, the focus is on refining the foundation for students as they enter the high school sequence of language study. At the high school level, the goals are twofold. First, there is greater emphasis this year on careful adherence to the benchmarks of both college prep and honors classes at all levels. A second emphasis focuses on procedures to ensure the correct placement of students at all levels of study in Spanish, French and Latin.

In Fall 2005 Algonquin will be introducing a two-year program called "Spanish for Life". Beginning at the sophomore level, this program will be the equivalent of Spanish Level 2. It is designed to provide ample time for students to complete this level and attain the skills necessary to continue their studies in Spanish. Foreign Language department members are enthusiastic about this program, not only in regard to how it will affect the sequence of studies in Spanish but also if it presents a viable addition in French as well.

Interest in the study of Latin continues to grow. At this time, students are able to proceed as far as Level 3. However, there is much enthusiasm for the subject and there are indications that there is sufficient student interest in continuing on to Level 4 in Fall 2005. The intention of the Foreign Language Department is to reach the AP level in Latin and we are confident that this is a realistic goal. There has also been some interest in the study of classical Greek, a viable endeavor that will be explored.

Health Curriculum Team

Laurie Pardee, Chair

Members of the Health Curriculum Team have been working to ensure that the Northborough-Southborough Health Curriculum is aligned with the Massachusetts Health Curriculum Framework. Revisions to the K-5 health curriculum were completed in 2002, revisions to the Grade 6-8 standards were finished in 2003, and revisions to the Grade 9-12 document were completed in 2004. All of these documents were approved by the respective school committees and are posted on our district web page <http://www.nsboro.k12.ma.us/>.

The members of the Health Curriculum Team are focusing on coordinating and publicizing exemplary health lessons that are taking place in the three districts. These lessons often use an interdisciplinary approach to present the seven strands found in the Massachusetts Health Curriculum Framework: growth and development, physical activity and fitness, nutrition, mental health, family life, violence prevention, and community and public health.

A \$40,000 grant was awarded to the Northborough-Southborough Schools in order provide proactive mental health prevention strategies for parents and teachers of children in grades K-3. Several members of the Health Curriculum Team are working with teachers, parents, and community members to provide pertinent professional development opportunities.

Mathematics Curriculum Team

Barbara Haig, Chair

The Mathematics Curriculum Team is an important ongoing committee comprised of representatives from each of the schools in the districts. There were several projects that took place in 2004.

The subcommittee of the Curriculum Team completed the update of the benchmarks during the summer. A summary of the grade-level topic overviews and benchmarks will be placed on the district website. The Curriculum Team will be reviewing benchmark assessments and devising a common database that will be used to assist teachers in planning instruction for their students.

In order to support teachers in implementing the benchmarks, the third grade teachers in Northborough and Southborough met in late November for a day to discuss the benchmarks and to devise common assessment activities that all teachers will use. It was a most productive work session.

An ongoing goal of the districts is to help all students become proficient in the area of mathematics. A special subcommittee continues to meet regularly to review student MCAS performance at grades 4, 6, 8 and 10. This subcommittee has recommended that individual student success plans be written for any student who is struggling with mathematical concepts. In addition, the subcommittee continues to analyze MCAS results so that mathematics instruction

Curriculum Teams (continued)

for each student is in alignment with the state frameworks. Since MCAS mathematics testing has been expanded to include all students in grades 3 through 8, the Director of Curriculum and members of the subcommittee are assisting teachers in identifying the skills needed for students to successfully demonstrate their knowledge on the new mathematics tests in grades 3, 5, and 7.

The Mathematics Content Mentors continue to support our teachers in a variety of ways in order to implement the new benchmarks in the most beneficial manner for our students.

Instructional Technology

Gail A. Jenks, Director of Technology

A vital part of our students' education is the development of skills needed for the effective and efficient use of technology. Our district technology plan provides for computers in each classroom and computer labs for large group utilization. The schools of Southborough have incorporated computers and related peripherals into curriculum enhancement, student assessment, adaptation, and administration.

The district-wide Instructional Technology Committee has completely rewritten our five-year Instructional Technology Plan: Putting the Pieces Together, which provides direction for the future use of technology in our schools. This plan was presented to and approved by all three school committees and includes educational, professional development, staffing, and community goals. The Technology Plan includes the Massachusetts Student Technology Standards for Grades K-12 with the appropriate grade level for implementation indicated. The Standards consist of three areas of focus: (1) using computers, peripherals, and applications, (2) understanding of ethics and safety issues, and (3) using technology for research, problem solving, and communication. Strategies for integrating these into classroom and lab activities are included in the plan.

The Department of Education for Massachusetts has recently developed their new guidelines for schools to meet by 2007. These include criteria for equipment, Internet access, technical support, curriculum integration, and professional development. It is necessary to maintain and upgrade our equipment yearly in order to adhere to the State's revised criteria. Our eligibility for technology grants and substantial discounts on telecommunications services (e-rate) depends on our progress towards these guidelines.

On the administrative side, our student information management system allows us to compile data and submit required information to the Department of Education, and provides a more efficient way to accurately maintain student data as children progress through the grades. This program is being used to generate report cards and student schedules at the P. Brent Trottier Middle School as well as track attendance and student biographical information at all of our schools.

Technology and its uses are ever changing in our schools. The growth of teacher and student skills is exciting and evident on a daily basis with a concerted effort to enrich curriculum

Instructional Technology (continued)

and provide new challenges for all. Visit the district homepage (www.nsboro.k12.ma.us) for information regarding the District K-12 Strategic Plan: Vision 2010, Algonquin Building Committee, Southborough School Committee agendas, the Instructional Technology Plan, the Science Curriculum, the Physical Education Curriculum, resources and webquests for Educators, the Health Curriculum, and minutes from the Superintendent's Curriculum Review Committee, as well as links to the Southborough schools' web page.

Grants

The following is a brief summary of the federal and state grants the Southborough Public Schools received in 2004.

SPED – Program Improvement – Supporting Access to the Curriculum – \$8,549

This is a federal grant program designed to support professional development opportunities that help teachers address the abilities and needs of all students with disabilities. The districts use the funds to provide professional development training to both classroom teachers and special education staff members.

Early Education Allocation – \$14,797

This grant guarantees that children with disabilities are placed in high quality inclusive programs that meet the federal and state requirements for least restricted environment. The district uses the funds to pay for part of the cost of the pre-school integrated programs, with a particular emphasis on services for medically fragile children.

Federal Special Education Entitlement – \$308,447

The purpose of these funds is to ensure that students with special needs receive a free and appropriate public education that includes special education and related services designed to meet their individual needs. The district uses these funds to defray the cost of several instructional aides, an adaptive physical education teacher, three teachers, and a speech and language therapist. Funds are also used to hire consultants to help with training for classroom teachers, special needs personnel, and support staff members.

Title II Part A -- Improving Educator Quality -- \$23,182

This grant is an important component of our No Child Left Behind funding. The district is using this money in three basic ways -- to support high quality professional development for teachers, aides, and administrators, to encourage teacher mentoring and induction, and to assist with Adequate Yearly Progress assessment efforts.

Title II Part D -- Enhanced Educational Technology -- \$784

This grant is also part of the No Child Left Behind funding. The district is using the allocation to enhance professional development offerings in technology. Professional development sessions this year again emphasize the integration of technology into the curriculum.

Grants (continued)

Title IV – Safe and Drug Free Schools – \$4,766

The purpose of this federal grant, which is another component of the No Child Left Behind funding, is to support programs that prevent violence in and around schools. Research has shown that students who lack a sense of connectedness with school and community are more likely to become involved in risky behavior as adolescents. Therefore, the district uses this grant to fund the Open Circle social competency program.

Title V – Innovative Programs – \$2963

The purpose of this final No Child Left Behind grant is to support educational reform efforts, especially in the area of school media and quality professional development. The district continues to use these funds for innovative classroom or library materials and for professional development opportunities related to differentiated instruction.

Quality Full-Day Kindergarten Grant – \$59,508

The purpose of these funds is to enhance the educational experience of children currently in full-day kindergarten classrooms by improving the quality of curriculum, the continuity of curriculum across preschool, kindergarten, and grade one and by developing other programmatic components of kindergarten. The district uses these funds to defray the cost of four kindergarten instructional aides.

Exploring Options for Children with Autism – DISTRICT WIDE – \$75,000

The Northborough, Southborough, and Northborough-Southborough Regional School Districts were one of twenty districts in the state awarded this innovative grant. We are now in the final year of a three year grant cycle. The district has been able to hire a professional with expertise in autism to coordinate efforts at providing the best possible educational experience for students with Autism Spectrum Disorder.

Early Childhood Mental Health Grant – Northborough & Southborough – \$40,000

The purpose of this state grant is to help districts develop and implement a cohesive and comprehensive prevention project that addresses early childhood mental health issues and that supports school readiness and success for all children. The districts are using the funds to implement a community-wide prevention initiative that promotes healthy social and emotional development of young children.

SOUTHBOROUGH PUBLIC SCHOOLS
Enrollment by Grades
October 1, 2004

<i>School</i>	<i>Pre-K</i>	<i>K</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>Total</i>
Finn	49	168	166								383
Woodward				192	182						374
Neary					197	163					360
Trottier							176	168	172	516	
Total	49	168	166	192	182	197	163	176	168	172	1,633

***Faculty – Southborough School District
2004-2005***

MARY E. FINN SCHOOL

Principal

Mary A. Ryan, *B.S., M.Ed., Worcester S.C.*

Kindergarten

Nancy E. Bauman, Co-Team Leader, *B.A., Regis College*

Heather A. Devine, Co-Team Leader, *B.S.Ed., Syracuse Univ.; M.Ed., Fitchburg S.C.*

Meredith Langelier, *B.A., Lesley College; M.Ed., Framingham S.C.*

Nicole R. McMahon, *B.A., Wheelock College; M.Ed., Framingham S.C.*

Joan E. Ormberg, *B.S., B.A., Keene S.C.; M.Ed., Framingham S.C.*

Maureen E. Silven, *B.A., M.A.T., Tufts Univ.*

Grade 1

Katie L. Lynch, Co-Team Leader, *B.S., M.Ed., Univ. of Mass./Amherst*

Kimberly F. Nanigian, Co-Team Leader, *B.S.Ed., Univ. of Edinboro, PA*

Christen M. Barnicle, *B.S.Ed., M.Ed., Boston Univ.*

Lori A. Donfrancesco, *B.S., Boston Univ.; M.A.T., Rhode Island College*

Jodi B. Levine, *B.A., M.A.T., Tufts Univ.*

Sue Ellen Lievense, *B.A., Michigan State Univ.; M.A., Univ. of Detroit*

Monica J. Meggison, *B.A., Univ. of Mass./Amherst; M.Ed., Lesley College*

Stephanie B. Shapiro, *B.S.Ed., Framingham S.C.*

ALBERT S. WOODWARD MEMORIAL SCHOOL

Principal

Stephen L. Billhardt, *B.A., Dickinson College; M.Ed., Lesley College;
C.A.G.S., Harvard Graduate School of Education*

Grade 2

Erin R. McNamara, Co-Team Leader, *B.S., Ithaca College; M.S., Wheelock College*

Gwen Robison, Co-Team Leader, *B.S., Univ. of Mass./Amherst*

Margaret J. Daly, *B.S. Ed., Bridgewater S.C.; M.Ed., Framingham S.C.*

Allison M. Garand, *B.A., Univ. of Mass./Dartmouth*

Mary Jo Hjerpe, *B.S., State Univ. of N.Y.; M.Ed., St. Michael's College*

Elizabeth S. Loeffler, *B.S., Univ. of Mass./Amherst; M.Ed., Framingham S.C.*

Sara T. Miller, *B.S.Ed., Wheelock College*

Christine M. Richard, *B.S., Worcester S.C.; M.Ed., Lesley College*

Bethany G. Wharton, *B.A., Becker College; M.S., Wheelock College*

Lori G. Winer, *B.A., Tufts Univ.*

Grade 3

Karyn B. Fisher, Co-Team Leader, *B.S., Fitchburg S.C.*

Jennifer K. Strong, Co-Team Leader, *B.A., Assumption College; M.Ed., Lesley Univ.*

Kathryn D. Wilson, Head Teacher, *B.A., Providence College*

Karen A. Hierman, *B.S., North Adams S.C.; M.Ed., Framingham S.C.*

Barbara H. McMahon, *B.A., Clemson Univ.*

Susan A. Murphy, *B.A., Mount Holyoke College; M.Ed., Boston Univ.*

Jill M. Salvucci, *B.S., Marist College; M.Ed., Framingham S.C.*

David J. Stubbart, *B.S., M.S., Framingham S.C.*

Rosalie M. Vendetti, *B.A., William Patterson College; M.Ed., Framingham S.C.*

MARGARET A. NEARY SCHOOL

Principal

John D. Quinn, *B.S.*, *Springfield College*; *M.S.*, *Univ. of Mass./Boston*

Grade 4

Katharine L. Howard, Team Leader, *B.A.*, *Anna Maria College*;
M.Ed., *C.A.G.S.*, *Worcester S.C.*

Melissa A. Pennacchia, Head Teacher, *B.A.*, *Brown Univ.*; *M.A.T.*, *Tufts Univ.*

Diane E. Buyniski, *B.S.*, *M.Ed.*, *Worcester S.C.*

Kimberly A. Collins, *B.S.*, *Springfield College*

Kathleen E. Denning-Lord, *B.A.*, *St. Joseph's College*; *M.Ed.*, *Boston College*

Kelly A. Farrell, *B.S.Ed.*, *Bridgewater S.C.*

Amy J. Hakala Dolan, *B.S.*, *Univ. of Maine*; *M.Ed.*, *Lesley Univ.*

Sabine D. Hart, *B.S.*, *M.A.*, *Univ. of Conn.*

Mary Ellen Shields; *B.S.*, *Fitchburg S.C.*; *M.Ed.*, *Framingham S.C.*

Kristin M. Theve, *B.S.*, *Springfield College*; *M.Ed.*, *Worcester S.C.*

Grade 5

Jennifer L. Turieo, Co-Team Leader, *B.S.*, *Fairfield Univ.*; *M.Ed.*, *Anna Maria College*

Anna A. Westberg, Co-Team Leader, *B.A.*, *Bates College*; *M.A.T.*, *Tufts Univ.*

Julie C. Burdsall, *B.S.*, *Bentley College*; *M.A.T.*, *Simmons College*

Sheila E. Finnegan, *B.A.*, *M.Ed.*, *Bridgewater S.C.*

Vasiliki Gardula, *B.A.*, *Univ. of Mass./Amherst*; *M.Ed.*, *Worcester S.C.*

Joy E. Head, *B.A.*, *Univ. of Mass./Amherst*; *M.Ed.*, *Worcester S.C.*

Linda L. Moran, *B.A.*, *Merrimack College*

Miriam M. Soldo, *B.S.*, *North Adams S.C.*

Gregory S. Wallack, *B.A.*, *Univ. of Wisconsin*; *M.Ed.*, *Framingham S.C.*

P. BRENT TROTTIER MIDDLE SCHOOL

Principal

Linda A. Murdock, *B.A.*, *Univ. of MN*; *M.Ed.*, *Lesley College*;
M.Ed., *Cambridge College*; *J.D.*, *Harvard Law School*

Assistant Principal

Keith T. Lavoie, *B.A.*, *Stonehill College*; *M.A.*, *Sacred Heart Univ.*

Grade 6

Patricia K. Cohen, Team Leader, *B.A.*, *Regis College*; *M.Ed.*, *Worcester S.C.*

Marylea M. Sullivan, Team Leader, *B.A.*, *Univ. of Mass./Amherst*; *M.Ed.*, *Worcester S.C.*

Robin L. Coulombe, *B.S.*, *Westfield S.C.*

Jill Dratch, *B.S.*, *M.S.*, *Syracuse Univ. (LOA)*

Richard E. Gablaski, *B.S.Ed.*, *M.S.*, *Worcester S.C.*

Palmina E. Maglio, *B.S.*, *Framingham S.C.*

Heather M. Morris, *B.A.*, *Wheaton College*

Amy L. Reilly, *B.S.*, *Pennsylvania State Univ.*

Sandra S. Scordato, SMC (Language Arts), *B.A.*, *Boston College*; *M.Ed.*, *Lesley College*

Grade 7

Justin A. Cameron, Team Leader, *B.A.*, *Green Mountain College*

Catherine Clement, *B.A.*, *Middlebury College*; *J.D.*, *Boston Univ.*

Lori L. Gompf, SMC (Science), *B.S.*, *Ohio Univ.*; *M.Ed.*, *Boston College*

Lauren E. Grimley, *B.S.*, *Boston Univ.*

Karen P. Higgins, *B.A.*, *Assumption College*; *M.Ed.*, *Clark Univ.*

Robert D. Holland, *B.S.*, *Fitchburg S.C.*; *M.B.A.*, *Santa Clara Univ.*

Thomas J. St. Pierre, *B.A.*, *Dickinson College*

Deena M. Turcotte, *B.A.*, *Univ. of Illinois*

P. Brent Trottier Middle School (continued)

Grade 8

Lisa A. Klein, Team Leader, *B.S., College of William and Mary*
Steven P. Brady, *B.A., Assumption College*
Arian Dineen, *B.A., Simmons College*
Thomas A. Griffin, SMC (Mathematics), *B.S., Framingham S.C.; M.Ed., Worcester S.C.*
Elizabeth Henry-Veeneman,, SMC (Social Studies), *B.A., M.A.T., Univ. of Pittsburgh*
Lawrence R. Hockstad, *A.B., M.A.T., Harvard Univ.*
Meaghan A. Leone, *B.A., M.S., Molloy College*
P. Daniel Lewis, *B.A.; Dartmouth College; M.A., Tufts Univ.*

Family and Consumer Science

Linda L. Bowes, *B.S., M.Ed., Framingham S.C.*

French/Spanish

Jeffrey D. Drake, *B.A., Skidmore College*
Margaret T. Marinelli, SMC (Foreign Languages), *B.A., Boston College; M.Ed., Worcester S.C.*
Paula I. Vargas, *B.A., Cleveland State Univ.*

Health and Physical Education

Anne-Marie Angus, *B.Ed., Dunfermline College (Scotland)*
Stephen T. Felo, *B.A., SUNY Cortland (New York)*

Study Skills

Pamela D. Lunder, *B.S., Skidmore College*

Technology Education

Douglas C. Somerville, *B.S., M.Ed., Bridgewater S.C.*

SPECIAL EDUCATION AND STUDENT SUPPORT SERVICES

Inclusion Specialist

Dr. Karen P. Carlson, *B.A., Wellesley College; Ph.D., Univ. of So. Florida*

Autism Specialist

Gregg T. Lineman, *B.A., Syracuse Univ., M.A., Northeastern Univ.*

School Psychologists

Patrice McGourty, *B.S., Northeastern Univ.; M.Ed., Rivier College; C.A.G.S., Assumption College*

Sally Supinski-Ruzecki, *B.A., Ithaca College; M.Ed., C.A.G.S., Northeastern Univ.*

ELL Lead Teacher

Rhoda B. Webb, *B.Ed., National Teachers Training College(P.L. 94-142)*

Special Needs Resource Teachers

Marie B. Alan, *B.S., Rhode Island College*

Kimberly A. Bianchi, *B.A., Univ. of Mass./Dartmouth; M.A., Fitchburg S.C.*

Jennie R. Bogaert, *B.A., Binghamton Univ.; M.A., Boston College*

Kathleen L. Curran, *B.A., Univ. of Rhode Island*

Mary J. Insani, *B.S.Ed., M.SpEd., M.Ed. Admin., Framingham S.C. (LOA)*

Margery L. Lubanko, *B.S., Univ. of Hartford; M.A., California S.U., Northridge*

Alison M. Martin, *B.A., Providence College*

Stephanie A. Palmer, *B.A., Univ. of NH; M.Ed., Salem S.C.*

Deborah L. Record, *B.A., St. Michael's College; M.Ed., Simmons College*

Clayton T. Ryan III, Head Teacher-Finn, *B.A.; M.Ed., Framingham S.C.*

Brian D. Winston, *B.A., Univ. of Mass./Amherst; M.Ed., American Int. College*

Special Education and Student Support Services (continued)

Preschool

Rainelle M. Currier, *B.A.*, *Stonehill College*
Diane Burris-Dunham, *B.S.*, *M.Ed.*, *Northeastern Univ.*
Suzanne M. Hughes, *B.S.*, *Bentley College; M.S., Wheelock College (P.L. 94-142)*
Erin J. McCurley, *B.S.*, *Plymouth S.C.; M.S.Ed., Simmons College (P.L. 94-142)*
Heather Smith, *B.S.*, *Plymouth S.C.; M.Ed., Cambridge College (P.L. 94-142)*

Remedial Reading

Patricia A. Pastner, *B.A.*, *Anna Maria College; M.Ed., Worcester S.C.*
Katie M. Rhinhart, *B.S.*, *M.Ed., Worcester S.C.*
Jennifer R. Shields, *B.S.*, *North Adams S.C.; M.Ed., Framingham S.C. (LOA)*

Language Arts Tutors

Betsy M. Joseph, *B.A.*, *Tufts Univ.; M.Ed., Framingham S.C.*
Nancy A. Bassett, *B.A.*, *Boston College; M.Ed., Univ. of Virginia*

Special Needs Tutors

Frances A. Caddigan, *B.S.Ed., Boston College*
Sara L. Cunningham, *B.S.*, *Framingham S.C.*
Michele W. Ganger, *B.S.*, *Fitchburg S.C.*
Cynthia H. Getchell, *B.S., M.A., Framingham S.C.*
Monique M. Kelley (*Zeh Preschool at Finn*) (*Northborough*)
Barbara L. Wicklman, *B.S.*, *Gordon College*

Speech Pathologists

Nicole M. Ferrara, *B.A.*, *New York Univ.; M.S., Syracuse Univ.*
Diane D. Georger, *B.S.*, *M.A., State Univ. of New York*
Cheryl L. Miller, *B.A.*, *Univ. of Akron; M.A., Ohio Univ.*
Jocelyn K. Sherman, *B.S.*, *Boston Univ.; M.A., George Washington Univ.*

School Nurses

Laurie C. Pardee, *Nurse Leader, B.S., Worcester S.C.; M., Nursing Anna Maria College (ESHS Grant)*
Dale A. Burgess, *B.S.N., Northeastern Univ.*
Frances C. Carrigan, *R.N., St. Vincent's Hospital*
Mary Ellen Duggan, *R.N., B.S.N., Fitchburg S.C.*
Carolann R. Kane, *R.N., Catherine Laboure School of Nursing*

School Physician

Dr. Sharon Campion

Occupational Therapists

Matthew M. Bertonazzi, *B.S., Worcester S.C.*
Tricia L. Silva, *B.S., Univ. of N.H.*

TEACHING SPECIALISTS

Art

Martha K. Bachman (Trottier), *B.F.A., Alfred Univ.; M.Ed., Lesley College*
Joyce V. Caras (Finn/Woodward), *B.F.A., Univ. of Mass./Lowell*
Marsha M. Gleason (Neary/Woodward), *B.A., Westfield S.C.; National Board Prof. Teacher Status*

Teaching Specialists (continued)

Technology

Amy L. Brewis (Woodward), *B.S., Elmira College, NY*
Beth M. DePasquale (Finn), *B.S., Worcester S.C.; M.Ed., Fitchburg S.C.*
Patricia A. Lally (Neary), *B.A.Ed., Univ. of Mass./Amherst; M.Ed., Worcester S.C.*
Evelynne E. Maynard (Trottier), *B.S., M.Ed., Worcester S.C.*

Library/Media

Leslie D. Duffy (Trottier), *B.A., Univ. of Mass./Amherst; M.S., Simmons College*
Jan Herzog (Finn/Woodward), *A.B., Wellesley College, M.S., Simmons College*
Laurie A. Woodfin (Neary/Woodward), *B.A., Colby College; M.S., Simmons College*

Guidance

Jessica B. Anderson (Trottier), *B.A., Elmira College; M.Ed., College of William & Mary*
Alisa L. Bernat (Trottier), *B.A., Colby College; M.A., Lesley College*
Jessica S. Curtis (Woodward), *B.A., Colby College; M.Ed., Boston Univ.*
Elizabeth A. Sobol (Neary), *B.S., Boston Univ.; M.A., Univ. of Maryland*

Music

Carolyn M. Alzapiedi (Trottier), *B.M., Anna Maria College*
Anna Anderson (Woodward/Neary), *B.A., M.A., Music, Boston Univ.*
Jamison A. Clark (Trottier), *B.A., Bridgewater S.C.*
Stephen J. Curtis (Neary), *B.A., Berklee College of Music; M.M., Univ. of Mass./Lowell*
Rebecca M. Makara (Trottier/Neary), *B.M., Catholic Univ. of America; M.S., Boston Conservatory*
Phyllis A. Morse (Finn), *B.M., Anna Maria College*
Leigh A. Rogers (Neary/Woodward), *B.M., M.M., Univ. of Mass./Lowell*

Physical Education

Judith A. Fledderjohn (Itinerant), *B.A., Manhattanville College; M.S., Northeastern (P.L. 94-142)*
Tiffany N. Goode (Woodward), *B.A., New England College*
Raymond LaChance (Neary), *B.S., Springfield College*
Brenda H. Lutfy (Neary/Woodward), *B.S., M.S., Bridgewater S.C.*
Thomas P. McCabe (Finn), *B.S., Univ. of N.H.; M.S., Worcester S.C.*

SUPPORT PERSONNEL

Special Needs Aides

Ronna A. Aronson (Woodward), *B.S., Univ. of Mass./Amherst*
Pamela C. Bishop (Woodward), *B.S., Merrimack College*
Nancy A. Boynton (Trottier), *B.A., State Univ. College at Potsdam, NY*
Maribeth Byrne (Woodward), *B.A., Brown Univ. (P.L. 94-142)*
Agnes G. Cammarata (Woodward), *B.S., Scripps College; M.B.A., Amer. Grad. School of Mngmnt.*
Susan T. Clark (Neary), *B.A., Ithaca College; M.A., Syracuse Univ.*
Deborah F. Culhane (Trottier), *B.A., M.A., Clark Univ. (P.L. 94-142)*
Laura D. Desimone (Finn), *B.A., Worcester S.C.*
Jamie Drewry (Finn)
Kara L. E. Fontes (Finn), *B.A., Susquehanna Univ.*
Diana L. Frazitta (Finn), *A.A., Mt. Ida Junior College*
Stephanie L. Frazitta (Woodward), *B.S., Worcester S.C.*
Tammy J. Gleeson (Finn) (*P.L. 94-142*)
Jesse Hamill (Neary), *B.S., Univ. of Mass./Amherst*

Support Personnel (continued)

Special Needs Aides

Rebecca E. Iglesias (Finn)
Keary A. LeClair (Finn), *B.S., Framingham S.C.*
Carissa M. Lodi (Finn), *B.A., Univ. of New Hampshire*
Jennifer A. Malcolm (Neary), *B.S., Univ. of Mass./Amherst*
Erin K. Mulhearn (Finn), *B.S., Worcester S.C.*
Bernadette M. Noel (Finn), *A.S., Northeastern Univ.*
Paul A. Palumbo (Neary), *B.A., College of Holy Cross*
Cheryl A. Pini (Trottier), *B.A.Ed., Boston College*
Sue Ellen Renfrew (Trottier), *B.A., Earlham College*
Virginia S. Sands (Finn), *B.S., Framingham S.C.*
Nancy J. Serapiglia (Trottier), *B.A., Anna Maria College*
Carrie L. Sharron (Woodward), *B.A., Assumption College*
Nancy M. Sheehan (Trottier), *B.S., Fitchburg S.C.*
Rosemary G. Tierney (Finn), *B.S., Worcester S.C.; M.S., Simmons College*
Diane L. Toomy (Finn), *B.S., Westfield S.C. (P.L. 94-142)*
Susan J. Vachon (Finn), *A.S., Quinsigamond College (C.O.T.A.)*
Dorothy A. Wade (Neary), *B.A., Franklin Pierce College*
Lisa G. Wagoner (Neary), *B.A., M.Ed., Univ. of Minnesota*

Kindergarten Aides

Marcia L. Bolduc (Finn), *A.S., Northeastern Univ.*
Brooke C. Perry (Finn), *B.A., Univ. of Mass./Amherst*
Robin R. Roche (Finn), *A.S., Bay Path College*
Susan M. Strazie (Finn), *A.B., Anna Maria College*

Technology Aide

Edouard Bien-Aime (Trottier/Neary/Woodward/Finn), *B.S., Kean Univ.*

Secretaries

Kimber-Lee A. Barton (Trottier)
Deborah A. Geever (Finn)
Barbara A. Gordon (Neary)
Monica J. Kennedy (Special Needs/Finn)
Donna L. Sergi (Woodward)

Clerical Aides

Kerry L. Bostock (Woodward)
Colleen T. Clark (Trottier)
Sara Hamill (Neary)
Nancy M. Joyal (Trottier)
Robin A. Mason (Finn)

Facilities Manager

Basilio Diaz

Custodial Personnel

Christopher D. Banks, Head Custodian (Finn)
Keith J. Campbell (Neary)
Francis Depari, Head Custodian (Neary)
Scot I. Dunnet (Trottier)
Bryan J. Fantony (Finn)
Paul A. Flynn (Neary)
Michael A. Maguire (Trottier)
Joseph Mancini (Trottier)

Support Personnel (continued)

Custodial Personnel

Edward E. Mercer, Head Custodian (Woodward)
Janice E. Morin (Trottier)
Daniel J. Morrison, Head Custodian (Trottier)
James M. Robbins (Woodward)

Cafeteria Personnel

Theresa M. Locke, Supervisor of Cafeterias
Suzanne S. Acampora (Finn)
Diane M. Bacon (Neary)
Donna J. Campbell (Woodward)
Betty Ethridge (Trottier)
Mary J. Hartley (Neary)
Darcy F. Hilbert, Manager (Neary)
Nancy B. Hite (Woodward)
Susan Hillcoat (Trottier)
Ellen C. Joyce, Manager (Woodward)
Denise M. McShera, Manager (Trottier)
Janice M. Monroe, Manager (Finn)
V. Kathleen Riga (Trottier)

TOWN OF SOUTHBOROUGH SCHOOL FINANCIAL STATEMENT
 FOR THE 2004 FISCAL YEAR - JULY 1, 2003 THROUGH JUNE 30, 2004

APPROPRIATION:

Regular Education	\$ 8,548,639
Special Education	\$ 3,139,921
Total Beginning Appropriation	<u>\$ 11,688,560</u>

Total Appropriation

\$ 11,688,560

EXPENDITURES:

REGULAR DAY PROGRAMS

ADMINISTRATION:

School Committee	\$ 11,056
Superintendent's Office	\$ 165,470
Administrative Support Services	\$ 155,116
Total Administration	<u>\$ 331,642</u>

INSTRUCTION:

Supervision	\$ 32,145
Principals' Offices	\$ 660,794
Teaching	\$ 5,335,796
(Includes Salaries, Supplies and Materials)	
Professional Development	\$ 60,378
Textbooks & Instructional Equip	\$ 141,309
Library Services	\$ 187,475
Guidance Services	\$ 170,424
Total Instruction	<u>\$ 6,588,322</u>

OTHER SCHOOL SERVICES:

Attendance Services	\$ 500
Health Services	\$ 150,445
Pupil Transportation	\$ 256,562
Cafeteria Services	\$ -
After School Activities	\$ 19,936
Student Body Activities	\$ 17,146
Total Other School Services	<u>\$ 444,589</u>

OPERATION OF PLANTS:

Custodial Services (Salaries & Supplies)	\$ 468,846
Heating	\$ 146,901
Electricity	\$ 188,712
Telephones	\$ 21,861
Gas	\$ 710
Water	\$ 10,233
Technology Telecommunications	\$ 21,942
Total Operation of Plants	<u>\$ 859,206</u>

MAINTENANCE:

Grounds	\$ 1,714
Buildings	\$ 213,556
Equipment	\$ 88,811
Technology Maintenance	\$ 27,287
Total Maintenance	<u>\$ 331,368</u>

EARLY RETIREMENT LIABILITY:

\$ -

LEASE OF BUILDING & EQUIPMENT:

\$ 49,818

NEW EQUIPMENT OVER \$5000:

\$ -

TUITION OTHER PUBLIC SCHOOLS:

\$ -

**TOTAL EXPENDITURES,
REGULAR DAY PROGRAMS**

\$ 8,804,942

SPECIAL EDUCATION PROGRAMS

Supervision	\$ 96,448
Teaching (Salaries & Supplies)	\$ 1,478,738
Professional Development	\$ 1,619
Psychological Services	\$ 168,525
Health Services	\$ 29,034
Transportation	\$ 324,984
Telephone	\$ -
Equipment Maintenance	\$ 6,818
Programs - Other Schools in Massachusetts	\$ 923,118
Payments to Collaboratives	\$ 36,075

**TOTAL EXPENDITURES,
SPECIAL EDUCATION**

\$ 3,065,360

TOTAL EXPENDITURES

\$ 11,670,302

BALANCE RETURNED TO GENERAL FUND:

\$ 18,258

SCHOOL LUNCH ACCOUNT

INCOME:	
Cash Balance from FY03	\$ 26,892
FY03 Accrued Revenue	\$ 50,990
Total Receipts, FY04	\$ 229,894
Total Revenues	<u>\$ 307,778</u>

EXPENSES:

Total expenditures	\$ 194,625
BALANCE TO FY05	<u>\$ 113,150</u>

KINDERGARTEN ENHANCEMENT

Expenditures	\$ 45,767
Unexpended Balance	\$ -
Total Grant Received	<u>\$ 45,767</u>

WHO DO I CALL?



SOUTHBOROUGH TOWN HOUSE

17 Common Street, 01772

Main Number: 508-485-0710

Fax 508-480-0161

Email: selectmen@southboroughma.com

Web Site: www.southboroughma.com

EMERGENCY NUMBER.....911 (Police, Fire, Ambulance)

DEPARTMENT

Animal Control Officer
Assessors
Board of Appeals
Building Department
Cemetery Division-DPW
Conservation Commission
Facilities
Fire Department
Health, Board of
Housing Authority
Library
Planning Board
Police Department
Public Works Department
Recreation Commission
Selectmen
Senior Center
Town Accountant
Town Clerk
Transfer Station-DPW
Treasurer/Collector
Veterans' Agent
Water Division-DPW
Youth and Family Services

PHONE

485-7817
485-0720
485-0717
485-0717
485-1618
485-0710
485-8175
485-3235
481-3013
481-2166
485-5031
485-0717
485-2147
485-1210
229-4452
485-0710
229-4453
485-0710
485-0710
485-2511
485-0710
485-0710
485-1845
481-5676

CONTACT NAME

Timothy Slatkavitz
Paul Cibelli, Principal Assessor
Cindi Krawczyk, Secretary
Peter Johnson, Building Inspector
Bridget Gilleney-DeCenzo, Division Superintendent

Basilio Diaz, Facilities Manager
John Mauro, Jr., Fire Chief
Paul Pisinski, Public Health Director
Lynne Moreno, Director
Clare Curran-Ball, Library Director
Vera Kolias, Town Planner
William Webber, Police Chief
John Boland Jr., DPW Superintendent
Kathryn Garcia, Director
Janice Conlin, Town Administrator
Pamela LeFrancois, COA Director
Dorothy Phaneuf
Dawn Michanowicz, Assistant Town Clerk
Hours: 8:00 am - 6:00 pm Wednesday through Saturday
Brian Ballantine
Irene Burkis Tibert
Donald Buzzell, Assistant DPW Superintendent
Laurie Sugarman-Whittier, Director

OTHER SERVICES

Arts Council
Community House
Hot Lunch Program
Post Office, 162 Cordaville Rd.
Citizen Information
Charter Communications
Massachusetts Electric
NSTAR

481-9351
485-4887
229-4453
485-4736
1-800-392-6090
1-800-634-1008
1-800-322-3223
1-800-592-2000

Tina Johnson, Director
Bertha Ginga
Call by 10:30 am for next day's reservation

Secretary of State's Office
Cable TV provider

SCHOOLS

Algonquin Reg. High School
Superintendent's Office
Assabet Valley Reg. Voc.
Mary Finn (Pre-K-1)
Albert S. Woodward (Gr. 2-3)
Margaret Neary (Gr. 4-5)
Trottier Middle School (Gr. 6-8)

351-7010
351-7000
485-9430
485-3176
229-1250
481-2300
485-2400

Edward Gallagher III, Principal
Robert Melican, Superintendent of Schools
Eugene Carlo, Superintendent/Director
Mary Ryan, Principal
Stephen Billhardt, Principal
John Quinn, Principal
Linda Murdock, Principal